

<b>Projects Assistant (Documentation Controller), job ref JT/283</b>	
<b>Responsible For</b>	Documentation delivery and configuration control and delivery within a project.
<b>Key Purpose of Job</b>	To support the Project and the Project Manager, with documentation management and project administration.
<b>Key Tasks</b>	<p><b>Supporting non-mission projects:</b></p> <ul style="list-style-type: none"> <li>• Assisting with preparation of proposals and bid documentation</li> <li>• Assisting with preparation of cost packs</li> <li>• Checking email enquiries and distributing for action</li> </ul> <p><b>Supporting mission project managers:</b></p> <ul style="list-style-type: none"> <li>• Project documentation &amp; deliverables - checking, formatting, circulating for sign-off, scanning, maintaining document registers / trees, updating delivery schedules, distribution, configuration control.</li> <li>• Interfacing with customer counterpart for documentation control and delivery.</li> <li>• Co-ordination and compilation of data and information.</li> <li>• Maintaining Action items and Risk lists.</li> <li>• Preparing data packs (hard copy folders and CDs).</li> <li>• Coordinating presentation materials for review and delivery.</li> <li>• Chasing information and inputs to project documentation</li> <li>• Updating weekly/monthly project finance sheets</li> </ul> <p><b>Supporting the project:</b></p> <ul style="list-style-type: none"> <li>• Formatting and co-ordination of confidential documentation</li> <li>• Project meeting reviews/customer visits administration – rooms, catering, equipment, coordinating customers' visa applications, and occasional minute taking.</li> <li>• General team administration e.g. minutes &amp; room bookings for weekly meetings</li> </ul>
<b>PERSON SPECIFICATION</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Secretarial qualifications e.g. keyboard trained and computer literate.</li> <li>• Good GCSE/equivalent English and Maths grades</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Post-GCSE/equivalent level secretarial course and/or demonstrable secretarial experience</li> <li>• Experience of working within a busy, pressured environment</li> <li>• Experience of working within a high-tech and/or engineering organisation useful but not essential</li> <li>• Experience of documentation control or quality control environment useful but not essential</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• High degree of competency in MS Office applications, particularly Word, Excel, PowerPoint and Outlook.</li> <li>• Skills in Microsoft Project, Adobe Acrobat, Microsoft Access and Visio useful but not essential.</li> <li>• Self-motivated and able to work on own initiative with minimal supervision</li> <li>• Flexible and enthusiastic with a can-do approach</li> <li>• High level of concentration, attention to detail</li> <li>• Able to deal with a variety of different tasks in a team environment, reporting to several Project Managers</li> <li>• Strong communication skills (written and verbal)</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Guildford, Surrey</li> </ul>