

Job Title: Project Assistant
Industry: Engineering, Oil and Gas
Location: Warrington, Liverpool, Manchester, Cheshire
Rate: £19k - £24k depending on experience
Job Type: Permanent
Start Date: ASAP

Company:

We are a leading NDT company specialising in the design and development of advanced automated ultrasonic inspection solutions, supporting our Worldwide NDT field service division. Projects typically range from bespoke ROV/Diver deployed submersible inspections, to topside remotely operated inspections. Our projects are always pushing the boundaries of inspection in some aspect whether it be operating depth, temperature, speed of inspection, or size.

Job Summary:

We are seeking a versatile and proactive project assistant to provide high quality administrative support to both the engineering design and equipment delivery teams based in our Warrington office.

This is a key role that will not only contribute to the smooth running of the engineering and equipment department, but also initiate new process and procedures to further advance these areas.

Responsibilities:

- Data entry for the creation of equipment records and tracking
- Organising equipment calibrations and inputting data to keep records up to date
- Prepare paperwork for outgoing and incoming equipment shipments within the UK and internationally
- Procure items and maintain records of current delivery status
- Support the design team with the production of project and QA documentation
- Entry of site feedback in to reporting software and tracking progress
- Identify and action equipment database updates, including testing of developments
- Assist in reporting, planning, and delivery of tasks to support department management
- Liaise with equipment managers to ensure project requirements are met
- General administrative duties
- Occasional drafting of meeting minutes

Abilities:

- Proactive in identifying problems and resolving issues effectively
- Prioritisation of work in a busy environment to ensure deadlines are met
- Demonstrate accuracy and attention to detail
- Take responsibility for allocated jobs and follow-up tasks
- Good communication skills being both flexible and responsive
- Good organisational skills

Qualifications/Experience:

- Business Administration S/NVQ Level 2 or equivalent qualifications (or work experience)
- 2 years' administrative experience in a busy environment
- Excellent computer skills, including high proficiency in Microsoft software
- Experience with Microsoft Dynamics NAV or similar desired
- Full clean driving licence

Benefits:

- *5% Employer pension contribution*
- *20 days holiday plus bank holidays*
- *Discretionary leave over Christmas period*
- *Option to purchase additional holidays via Salary Sacrifice*
- *Profit Share Bonus*
- *Paid overtime at increased rates for evenings and weekends*
- *Discretionary overtime reward scheme triggered by total additional hours worked*
- *Flexible working around core hours*
- *Team events (social & company)*

To apply for this position please email your CV to jobs@sonomatic.com