

Project Administrator

Job Specification

Document Control

Document Reference	9500-004-006
Prepared by	Carl Chadwick
Reviewed by	Matt Bulled
Revision	V1.0
Date of issue	27/05/2025

Contents

Document Control	1
Introduction to MARCH	3
Our Values	3
Digital Services	4
Our Technology Partners	4
Our customers	5
March Academy	6
Job Specification	7
Role & Responsibilities	7
Candidate Profile	8
Skills/Qualifications	8
Location	8
Benefits	8
To Apply	8

Introduction to MARCH

We are MARCH, The UK's leading provider of critical engineering services. With the energy and flexibility of a fresh, innovative business and a 100-year heritage of outstanding engineering, March gives customers a powerful competitive edge. Our expertise as a multi-disciplinary engineering partner across infrastructure, process and digital services has led to long-term partnerships with leading organisations in everything from food, drink & utilities, to high-security industries such as defence, aerospace and nuclear. We champion innovation, embrace complex challenges and take pride in engineering as one of the core disciplines building a better future for the UK.



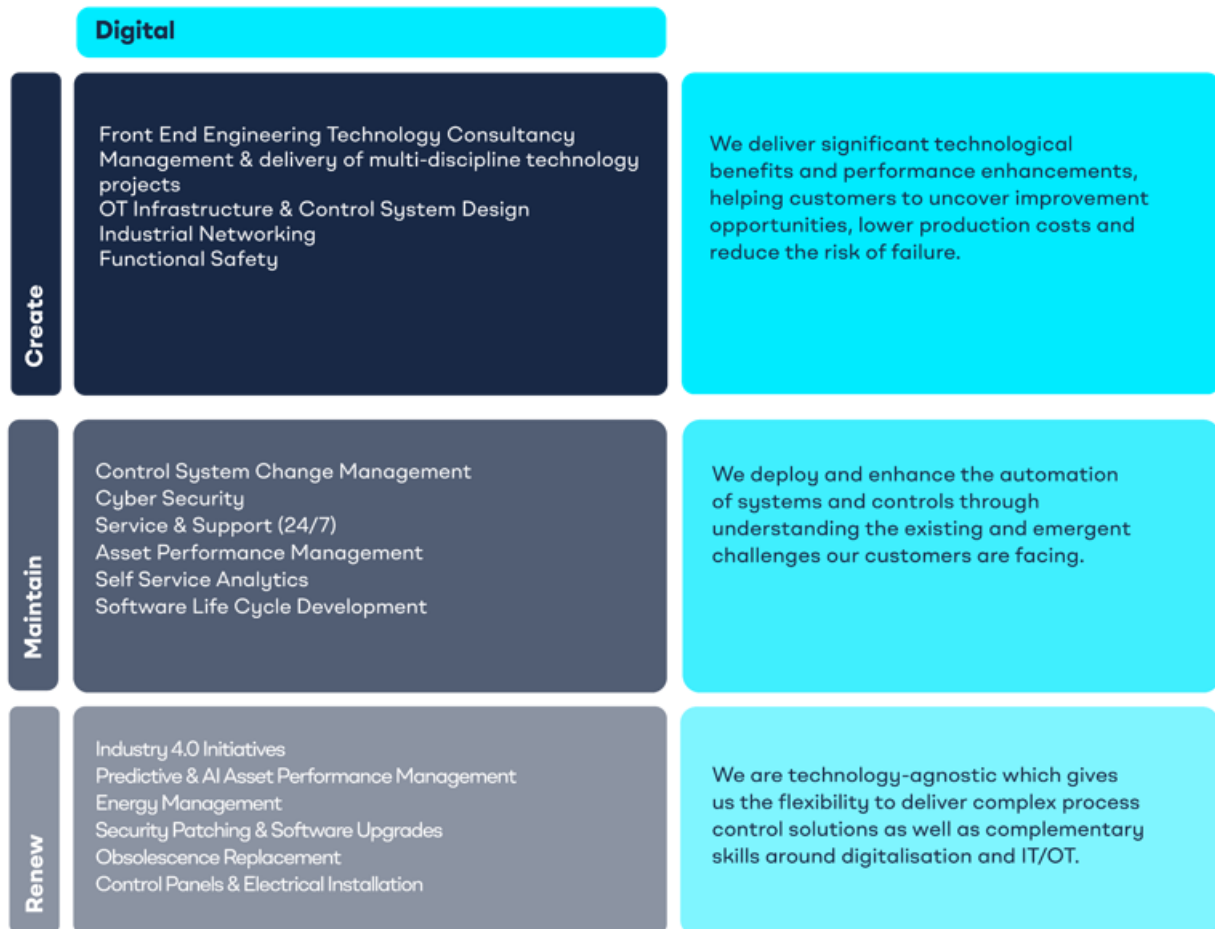
Our Values

The work we do matters	We take pride in our craft	We work better together
To our customers and to the world	And our skills are always developing	With all of our colleagues and with our customers

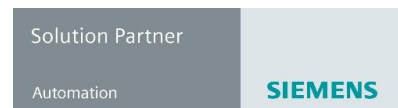
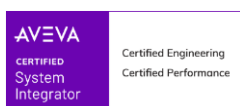
Digital Services

March provides innovative digital solutions that transform customer process control systems. We introduce innovative technologies to utilise the power of data and enhance workflows, increase output and lower costs.

We transform customer output and efficiency with digital process control, analytics and automation. Industrial technology is more than just sensors and software. Industry 4.0 is also about having the right people with the right skills in the right place – and supporting them with the best possible data to make smart decisions.

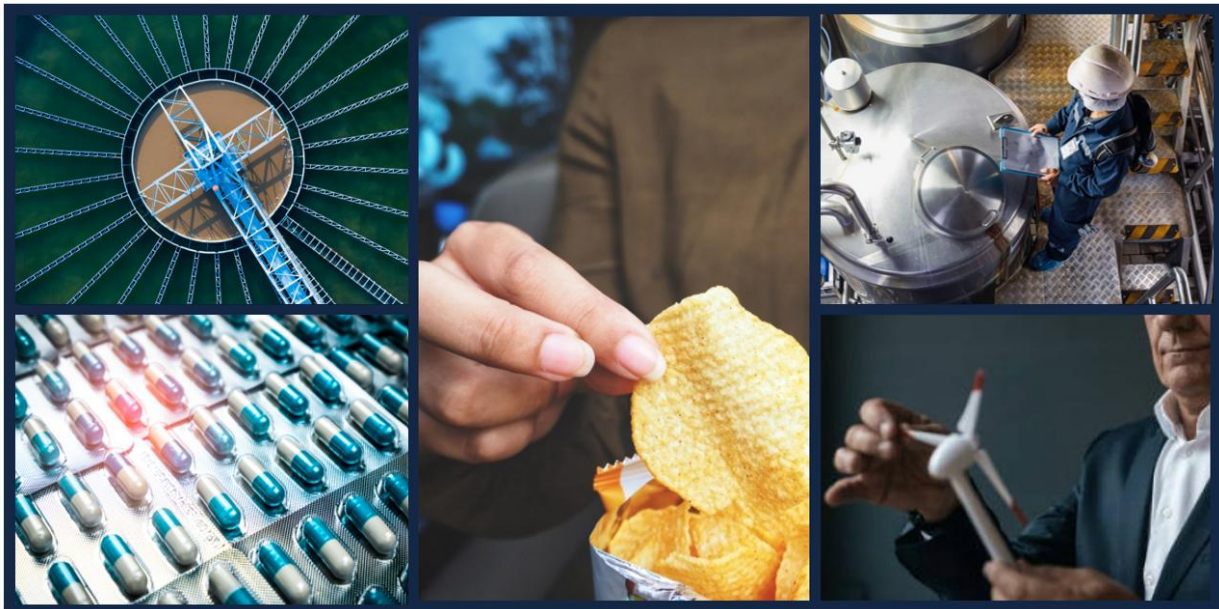


Our Technology Partners



Our customers

We work with some of the most recognised names across multiple industry sectors, providing a wide variety of opportunity.



March Academy

March Academy has been making a powerful contribution to the success of our people, and to UK engineering, since we established it.

March Academy is central to how we address the skills gap in engineering, shape the industries of the future, and build a better world.

Multidisciplinary skills

Giving everyone the lifelong skills to flourish and look at the bigger picture.

Digital expertise

Accelerating upskilling and digital expertise across all our people.

Embracing apprenticeships

Developing the next generation of engineering talent through apprenticeships.

Developing tomorrow's leaders

Nurturing promising leaders at an early stage, with tailor-made programmes to fulfil their potential.

Partnership

Sharing our multidisciplinary engineering training with our customers and their teams.



Job Specification

As a member of the March Digital team, you will provide administrative support to project managers and teams, ensuring projects run smoothly and efficiently. You will oversee and organise various tasks, ensure that deadlines are reached, and maintain team focus on the project's objectives. The project administrator supports project management teams with administrative duties and supplementary operations ensuring that everyone has what they need to keep the project going forward.

In summary, the Project Administrator acts as a crucial support role, ensuring projects are well-organized, documented, and on track to meet project goals.

Role & Responsibilities

- Work alongside Project Managers and the Project Delivery Team to successfully deliver capital projects.
- Contribute to all phases of the project lifecycle from concept through to completion
- Maintain high standards and be consistent throughout the design process
- Work as part of a team and be adaptable to a range of environments
- Ensure compliance with all requirements of the company Integrated Management System
- Meeting Coordination - Scheduling meetings, prepare agendas, take minutes, and distribute information.
- Project Planning: - Assist with project planning, task assignment, and creating timelines.
- Keep track of project performance through completion of project milestones and maintaining budget targets.
- Communication - Facilitate communication between project team members and stakeholders.
- Set up project progress meetings with relevant project stakeholders and keep a log of corresponding minutes.
- Take on monthly invoicing duties for on-going projects.
- Support the Project Managers to complete the monthly project reports.
- Support in the compilation of Project Change Notes (PCNs) with the assistance of the Project Delivery Team.
- Endeavour to maintain the highest level of quality for projects delivered.
- Act as point of contact for customers and suppliers for projects being managed.
- Act as the document controller for larger projects
- Support projects with hardware procurement and sub-contractor management.
- Process deliveries of parts for projects.
- Quality Control - Ensure that projects meet quality standards, that deliverables are on time and within budget.

Candidate Profile

The ideal candidate for this role should ...

- Be highly motivated, ambitious and self-starting
- Have excellent interpersonal skills and be able to communicate empathetically
- Be a collaborative team player and be ready to support colleagues, as well as to ask for support when required.
- Have attention to detail as well as a systematic and structured approach to working.
- Be adaptable to a range of environments and eager to learn on a constant basis.
- Be fluent in written and spoken English.
- Have a full UK driving license or be legally authorised to drive within the UK

Skills/Qualifications

- Strong Organizational Skills: Ability to manage multiple tasks and deadlines.
- Excellent Communication Skills: Ability to communicate effectively with both technical and non-technical audiences.
- Have excellent verbal and written communication skills
- Time Management Skills: Ability to prioritise tasks and meet deadlines.
- Proficiency in Project Management Tools: Familiarity with project management software and tools.
- Analytical Skills: Ability to analyse data and identify potential problems.
- Problem-Solving Skills: Ability to identify and solve problems that may arise during the project.
- Ability to use Microsoft Word and Excel confidently.

Location

This position would be based in the following offices:

- Daresbury (Warrington)

The role will be office based but may require you to travel to client premises for meetings and site-based project activities.

Benefits

- Company Workplace pension (Autoenrollment after 3 months)
- Simplyhealth Cash plan plus online 24/7 GP Service
- Death in service insurance
- Employee Assistance Program (Run by BUPA)
- March Academy (in house training and development opportunities)

To Apply

Please email your CV and any other supporting material to:

recruitment@march-engineering.com