

WE ARE HIRING



Project Administrator Apprentice – Legrand Care – Cramlington

Role Overview:

The Project Administrator Apprentice will work alongside the Project Administrator and be responsible for coordinating between Project Managers, Project Engineers, Project Admin team and end clients. The Project Administrator Apprentice will have responsibility in assisting to ensure projects are kept on track, producing, and amending plan of work documents, and communicating effectively. The Project Administrator Apprentice is also responsible for assisting with project reviews and reporting correct costings to other departments.

Key Duties:

- Engage with appropriate clients and develop good working relationships.
- Coordinate Project documentation ensuring it is kept up to date and relevant.
- Processing of orders and project related documents.
- To be a key point of contact for the customer throughout the whole Project process.
- To be able to plan effectively and review forecast effectively.
- To undertake procurement requirements and ensure there are no key blockers for Project progressing.
- To ensure all project H&S certification is correct pre and post installation.
- Ability to work across all Legrand Care brands and assist in ensuring Projects are as efficient and profitable as possible.
- Ability to assist and work with wider team to ensure department is up to standard and improvements implemented

Key Attributes:

- Excellent organisational skills
- Excellent customer service skills
- Self-motivated and able to work using own initiative.
- Ability to cope in a complex and fast changing environment, and to respond calmly and rationally to changing aspirations in a deadline driven situation.



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- Strong planning and organising skills including the ability to coordinate several projects simultaneously.
- Determination and focus to drive the projects through from office.
- Excellent communication skills with a capacity to present, discuss and explain issues coherently and logically both in writing and verbally.
- Good team player, self-motivated and able to work on own initiative.
- Ability to judge complex situations and assess when to escalate issues.

Working Hours:

- Full time, 37.5 hours per week, Monday – Friday, 09:00 to 17:00

Work Location:

- Legrand Care UK, Cramlington

Salary and Benefits:

- Competitive salary, working in a critical care sector where we make a difference
- The Successful candidate will work towards a Business Admin Level 3 qualification.
- KPI Bonus scheme
- Holidays – 25 days/year + bank holidays
- Employee Assistance Programme through EIC, Life Assurance Cover (lump sum of up to 3 x annual salary) , Bike to Work Loan up to £1,200 loan, Staff Sales, Eyecare Vouchers (VDU), Flu Vaccination, Healthcare Services (24/7 GP service, mental health support, wellbeing services) with AIG Smart Health, Hotel and Car hiring discounts, Holiday purchase up to 3 days, online training through in-house and external training platforms, Long Service Awards, Enhance Maternity (14 weeks @ full basic pay + SMP) and Paternity Scheme (1 week @ full basic pay + SPP), Occupational Sick Pay (up to 20 days @ full basic pay rate followed by 60 days @ half pay).

To apply please send your CV to Kim.Oliphant@Legrand.com

