BURO HAPPOLD

Job title	**Project Administrative Assistant and Document Coordinator**
Grade	'Technician 1'
Discipline	Projects: Design Management
Cost Centre Code	0105
Business Unit	Projects
Office Location	London / Bath / Edinburgh / Manchester
Hiring Manager	
Reporting line	DCPAA → Document Control Manager → Regional Team Leader → UK+ Business Unit Leader
People Management	The Design Management Team comprises c. 40 Design management, ranging from Project Coordinator through to Director levels. The team forms part of a wider Projects group, comprising c. 50 employees in Edinburgh, London, Leeds, Manchester and Bath.

Role overview

Job purpose

Support the Project Team with Administration and Document Management support to ensure successful and coordinated project delivery

Key Accountabilities

Principle Objectives:

- **Controlling Company and Project Documentation:** This involves managing and overseeing all documents related to a company or specific projects. It includes ensuring proper version control, access permissions, and accuracy.

- **Following and Improving Document Control Procedures:** Document control procedures are essential for maintaining consistency and compliance. Responsibilities here include adhering to existing procedures and suggesting improvements when necessary.

- **Ensuring All Documentation Meets Formal Requirements and Required Standards: This** responsibility involves verifying that all documents (whether electronic or hard copy) meet legal, regulatory, and industry-specific standards. Accuracy, completeness, and proper formatting are crucial.

- **Sorting, Storing, and Retrieving Electronic and Hard Copy Documents:** Efficiently organising and managing documents is essential. Responsibilities include categorising documents, maintaining an accessible filing system, and retrieving information as needed.

- **Producing Document Progress Reports for Senior Managers:** Regularly updating senior management on document progress is vital. Responsibilities include creating reports that highlight milestones, challenges, and any deviations from the plan.

- **Conducting Regular Reviews and Document Audits:** Regularly reviewing documents ensures their accuracy and relevance. Audits involve assessing compliance with procedures and identifying areas for improvement.

- **Using Computers to Organise and Distribute Documents Within a Company:** Leveraging technology to manage documents efficiently is crucial. Responsibilities include using software tools to organise, share, and collaborate on documents.

- **Assisting in the Planning Stages of a Specific Project:** Document control starts early in project planning. Responsibilities may include contributing to project plans, identifying document requirements, and setting up appropriate systems.

- **Ensuring Documents Are Shared at Key Times to Facilitate Timely Project Completion:** Proper document distribution ensures that relevant stakeholders have access to the right information when needed. Responsibilities include timely sharing and communication.

Skills & Experience

Required Skills

- **Strong IT skills in MS Office:** This includes proficiency in using Microsoft Outlook, Excel, and Word.

- **Attention to Detail:** A keen eye for accuracy and precision.

- **Multitasking Ability:** The skill to handle multiple tasks simultaneously.

- **Highly Organized:** Being able to manage tasks efficiently and maintain order.

- **Excellent Communication Skills:** Effective verbal and written communication.

- **Proficient Typing Skills:** Fast and accurate typing abilities.

- **Deadline-Oriented:** Capable of planning ahead to meet project deadlines.

- **Process Improvement:** Identifying areas where processes can be enhanced.

Desirable skills

- **SharePoint:** Familiarity with this collaboration platform.

- **Aconex Proficiency:** Competence in using Aconex, a project management tool.

Style and Behaviours

- Excellent communication skills, comfortable conversing with senior staff and interfacing with external collaborators and clients

- Organised and able to plan ahead to meet deadlines; good time management

- Ability to work across multiple projects and prioritise tasks appropriately

- Perceptive, incisive and concise – good problem solving skills, able to act to address the problem or to escalate as appropriate

- Confident, proactive and enquiring - demonstrates initiative and engages with all members of the team

- Ability to engage others in working towards successful delivery