Project Support – Full Time

The role is hybrid and can be based out of our Newcastle or Sunderland office.

For over 35 years, RTC has been at the forefront of empowering businesses to navigate and thrive in an ever-changing landscape. Our commitment to fostering growth is evident in our actions, not just our words. Our team of dedicated professionals, strategically located across the North, is united by a shared passion for connecting clients with transformative opportunities and driving innovation. We cultivate a strong sense of belonging, ensuring that every team member feels valued and empowered, even in remote working environments.

We are seeking a highly organised and motivated project support to join our dynamic team. In this role, you will provide essential support to our project delivery teams, with a strong focus on event planning and execution.

The Role

As a **Project Support**, you will be instrumental in the successful delivery of our projects, with a key focus on:

Event Planning & Execution:

- Collaborating with the project manager and events manager to plan and execute a variety of events, including conferences, workshops, and networking events.

- On-site event management, including registration, attendee support, and ensuring smooth event flow.

- Creating and distributing event materials, such as invitations, agendas, and presentations.

Project Support:

- Providing comprehensive administrative support to the project manager and project delivery teams.

- Maintaining accurate and up-to-date records within our CRM system.

- Facilitating the claims process and ensuring timely submission of required documentation.

- Verifying project-related paperwork for accuracy and compliance.

- Delivering essential administrative support to project delivery staff.

INNOVATE.
COMPETE.
GROW.

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Specific Requirements

To succeed in this role, you will possess a strong foundation in administrative tasks and a proven ability to work effectively within a team. A keen eye for detail, excellent organisational skills, and the ability to manage multiple priorities are essential. Previous experience in project administration or event coordination would be advantageous.

Essential Skills and Experience:

- Proven experience in event coordination, including planning, execution, and on-site management.
- Proficiency in word processing, spreadsheet, and project management software.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Excellent time management and organisational abilities.
- Attention to detail and accuracy.
- Experience in project administration.
- Full driving license with access to a car.

Beyond the responsibilities, you will experience:

- A diverse and supportive work environment where every voice is heard and every contribution matters.
- Opportunities for professional development, with up to 12 days dedicated to learning and growth.
- A flexible work arrangement that allows you to find the balance that works best for you.
- Competitive compensation and benefits, including a salary between £23,000 - £30,160, profit share, generous pension, and more.

The process

If you are a highly organised and motivated individual with a passion for supporting project success, we encourage you to apply.

Please send your CV along with a covering letter to talent@rtcnorth.co.uk

The closing date for applications is 11:59pm on the 28th January 2025. To ensure your application is considered, we encourage all qualified candidates to apply promptly as this position may close before the posted deadline.