

Project Administrator

The role is integral to the success of RTC. The post holder will support other team members by providing a full administration service, including correct and full completion of relevant documentation and CRM inputs, and will contribute to key deliverables and target outputs. This may include occasional attendance at conferences and events in the UK.

The Person

We are looking for experienced Administrators who can easily adapt to working across multiple tasks and projects, or applicants who have some experience and have the ability to develop in the role.

Responsibilities

- Support Project Manager with all aspects of project delivery
- Grant administration
- Client Relationship Management (CRM) system updates
- Support for claims
- Chase clients for paperwork
- Check paperwork for compliance & accuracy
- Maintaining external registers of experts
- Administrative support for project delivery staff
- Purchase orders

Desirable:

- Proactive and self-motivated
- Thorough familiarity with word processing, spreadsheet, CRM (e.g. Microsoft Dynamics, Salesforce or equivalent) and project scheduling software
- Ability to work effectively as a team member and independently
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Demonstrable experience in budget and financial management
- Able to communicate effectively, both written and verbally, with colleagues, clients and stakeholders across various sectors
- Excellent critical, creative thinking and analytical skills

Experience in programme administration, operating procedures, oversight and monitoring

Apply to join us: One goal, One Team by emailing your CV and covering letter which includes your current salary and benefits package to Mica.Maclnnes@rtcnorth.co.uk