



Project Administrator at AT&C Professional Systems Ltd

Required Start Date – May 2018

Location – London Office, Swiss Cottage, NW6

Reporting to – Technical Director

Salary - Competitive

AT&C Professional Systems Ltd area a leading Audio Visual systems integrator with over 30 years' experience in the industry. With a portfolio of many high profile projects and partnerships AT&C design, supply and install some of the most innovative and sophisticated audio visual, lighting and environmental control solutions for Europe's leading hotel, restaurant and retail operators, and for the UK's most desirable homes.

We are a hard working dedicated team of individuals who work together for one shared goal – to deliver truly outstanding projects. So where do you fit in? We need a dynamic person who is not afraid of hard work in a challenging role you can really own. As the Project Administrator you will be responsible for procuring all the good for the business as well as working closely with the project managers and sales team. Forging strong relationships with our suppliers is a fundamental part of the role. Excellent communication at all levels is essential.

As well as working hard we also like to play hard – whether its five aside football at the local leisure centre or breakfast around our kitchen table and team drinks, the team really is at the forefront of what we do and the key to our success.

The Role

- Working closely with Project Manager's to order project stock and to work to their time frame
- Issuing purchase orders to suppliers, obtaining lead times and updating the relevant individual
- Updating of the quotation system for purchases daily
- Outstanding communication with Suppliers and attending events
- Working with Finance to keep them informed of purchasing requirement and payment due
- Excellent negotiating skills to obtain the most competitive price from suppliers
- Working with the stock room to arrange collections, deliveries and returns
- Maintain and update DTools throughout the life of a project
- Maintain and update project plans and smartsheet
- Track project progress
- Manage engineers time sheets
- Assist accounts with invoice queries
- Provide cover for other staff when the need arises



Essential

- Being able to prioritise, multi-task and work under pressure is essential.
- Be able to work as part of a team whilst being self-motivated.
- Ability to work to a high and accurate standard.
- Outstanding interpersonal and communication skills
- Experience as a project co-ordinator or administrator
- Have a good understanding of project life cycles.
- Great telephone manner
- Excellent negotiation skills
- Can do approach
- Be competent to a high level of computer literacy, particularly Microsoft Word and Excel

So if you think you have what it takes to make a difference contact us at info@atandc.net