

Projects Administrator

Viltra is a specialist in the design, manufacture and supply of engineered solutions for the reliable and effective treatment of aqueous effluent streams from industrial, commercial and residential premises.

To support our continued growth, we are seeking a highly organised individual to assist our projects team in an administrative capacity. The key functions of the role will consist of:

- Compiling quotations
- Writing reports based on detail given by project lead
- Constructing BOQ's under the instruction of project lead
- Managing the dissemination of project documentation to include quotes, contracts, permits etc
- Liaising with contractors to ensure all RAMS, insurances and credentials have been submitted / received prior to commencement
- Support procurement processes by coordinating purchase orders and material deliveries.
- Serve as a point of contact between the office and on-site teams, clients, and subcontractors.
- Handling queries from customers

The ideal candidate will have:

- 2+ years of experience in administration.
- Previous experience in the construction industry or related sector would be desirable.
- Proficiency in Microsoft Office Suite.
- Strong organisational skills with keen attention to detail.
- Excellent communication and interpersonal skills.
- Ability to multitask and manage priorities in a fast-paced environment.
- Impeccable written and verbal communication skills.

Working hours:

8am-5pm Monday – Thursday

8am – 3.30pm Friday

To apply please send a copy of your CV to Jarlath Cunningham at jarlath@viltra.co.uk