

## Job Description

**Position** Project Management Officer

**Reporting to PM**

**Purpose / Role** – Main Admin Support to the Business Stream Project Managers

**Key Aims and Objectives**

- Assisting PMs to ensure that customer expectations are met in terms of delivery and quality
- Assisting the Project Management team by providing required information in a timely manner

**Prime Role and Duties**

- Coordination of Project Spares
- Maintain and manage project reporting cycles.
- Record, Mitigate and report on Risk
- Support Project structure Activities
- Action Tracking
- Control of all Project Related Documents
- Coordination of Customer Document Deliverables
- Coordination of Supplier Document deliverables

**Allied Occasional Duties**

- Arranging delivery of parts as requested
- Providing data to department management as requested
- Occasional Travel
- Central Business requests

**Key Internal Interfaces**

To be an integral member of the project team

**Core Competences**

- Computer literacy (proficient user of Word and Excel)
- Good communication skills
- Ability to multi task and take initiative
- Previous document control experience
- Working in an engineering environment
- Flexible working hours as the Project demands