

Projects Administrator

Job title:	Projects Administrator
Function:	This role is responsible for supporting the Category Management team.
Lines of Communication/ Responsibilities:	<ul style="list-style-type: none">• Upwards – Head of Category Management, Senior Category Manager, Category Manager, Cruise Senior Category Manager• Laterally – Product Data Administrator, Junior Product Manager
Hours of work:	40 hours per week 08:00 – 17:00 Monday – Friday
Location:	Office based. Yarrow Road

Duties:

- Manage all administration tasks relating to allocated projects
- Maintain strong relationships with Suppliers
- Take ownership of and keep up to date Approval and QC library
- Ensure project costs are logged and pro forma invoices managed effectively
- Manage new supplier set ups as relating to projects
- Utilise Arcus system to input and monitor tenders, audits, supplier information and ESG information as necessary
- Maintain Own Brand supplier accuracy on system plus PIM (product information management)
- Import supplier critical path and delivery scheduling
- Manage all project product set ups on system
- Support the audit and ESG process, provide and chase information as required
- Support tender sourcing by collating information gathered by the team. Check for savings making sure they are logged and captured on system
- Take ownership and manage the sample library
- Work with the team to learn and continually develop technical skills (eg. measuring, specifications, size charts)
- Work with the team to learn quality control for category ranges.

Systems and Programmes

- Perfion (Product Information Management)
- OGL
- Arcus
- Excel / Smartsheet
- Sugar

Personal Attributes:

- Self-starter with a proactive mindset
- Able to prioritise and manage own workload effectively
- Dynamic approach; comfortable working at pace
- Result orientated; tenacious approach to problem solving
- “Can do” attitude; demonstrates determination to resolve issues
- Excellent communication skills; able to communicate effectively across all levels
- Highly organised, naturally forward planning, logical structured thinker
- Good attention to detail and takes pride in accuracy of work
- Flexible approach; adapts to change easily
- Willingness and curiosity to develop knowledge and skills
- Great team player; seeks to contribute and support

Experience & Background

- Experience of basic project management principles (desirable)
- Experienced working to deadlines
- Experience working with multiple database/CRM systems
- Excel to intermediate level
- Experience office based, working in a team environment

Business Focus

Personal Results	Sets oneself clear and challenging objectives, striving to achieve them within agreed deadlines
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People Focus

Managing Relationships	Builds and maintains good relationships with colleagues and suppliers by adopting the most appropriate approach to deal with people and situations
Communication– Verbal/ Written	Conveys accurate information effectively, using the most appropriate methods to reflect the needs of the audience and ensure understanding.

Personal Focus

Personal organisation:	Efficient in one’s use of time and works in a well structured way
Self Control	Performs effectively by keeping emotions under control, particularly in stressful and difficult situations
Self Development	Takes responsibility for personal improvement, learning from experience and new situations

Determination	Demonstrates repeated effort over a period of time, overcoming obstacles in order to achieve a goal
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Quality Focus

Thoroughness:	Is accurate, pays attention to detail and ensures tasks are completed on time
Quality Conscious:	Consistently works to a high standard and looks for ways to improve current working practises and processes
Initiative	Takes appropriate action before being asked and actively finds solutions to problems
Integrity	Shows support for group Values – particularly demonstrating the highest levels of honesty and integrity

Last updated: August 2024