

## Project Assistant

### Role Overview

A Project Assistant supports our Project Teams. Responsibilities include working closely with our Project Team / Team Leaders to support the running of projects from start to finish, performing various coordination tasks including document management & supplier liaison to expediate document collection, maintaining project documentation and uploading documents & updating systems.

### Responsibilities of Role

- Initial calling to confirm Point of Contacts.
- Chasing up Subcontractors / Consultants via phone / email.
- Setting up User accounts and issuing login details.
- Report any updates to the Project Team.
- Ensuring all documentation is managed in compliance with processes, policies, and procedures.
- Provide support with regards to document numbering, and the application of metadata.
- Receive, upload and control project documentation.
- Co-ordinate with Teams to ensure the information being processed complies with their requirements for project completion.
- Update project documentation trackers.
- Work with the Project Team / Team Leader to eliminate blockers.
- Use tools to monitor working hours, plans and tasks.
- Supporting other Project Teams in the business, as workload dictates.
- Will be required to undergo Security Vetting Check's as and when required on projects

### Skills & Behaviours

- Good Microsoft Office skills (Outlook, Word & Excel are a must).
- High level of attention to detail.
- Solid organizational skills, including multitasking and time-management.
- Strong communication skills, both written and verbal.
- Able to uphold COGNICA values in all aspects of the role.
- Previous administrative / office experience, ideally supporting projects.
- Continuous monitoring project against specification.
- Delivering projects either single or multiple concurrent to time, budget, quality, and agreed specification.
- Not acting on changes/additions without considering time/budget implications.