

Job Description

Title	Project Assistant
Reports to	Project Manager or Project Lead
Deputy	
Purpose	<p>The Project Assistant has responsibility for undertaking or complying with the following:</p> <ul style="list-style-type: none">• Project tasks• Quality Compliance• Health & Safety



Job Description

Key Duties & Responsibilities

Project Tasks

Carrying out specific tasks to ensure that the project meets the time, cost and quality requirements. This may include but not be limited to;

Tendering

- Assisting bid teams to define the project scope and determine requirements, including exclusions and assumptions.
- Providing cost and delivery estimates
- Contributions to tender preparation
- Preparation of project schedules

Planning

- Working with the project teams to plan resource requirements, project milestones and deliverables
- Preparing project budgets
- Assisting with the preparation of key planning documents such as Project Execution Plans, Risk Register, etc.
- Assistance with the generation of resourced and costed schedules of work
- Setting up project files and templates
- Generating minutes for internal and external opening-up and progress meetings

Implementation

- Supporting the management, tracking and controlling of the project.
- Monitoring project costs
- Reporting internally on project performance
- Generating and reporting regular project financial data such as spend profiles, budgeted and earned values, forecasts, completion costs, etc.
- Assistance in raising Contractual Variation and Compensation Event Notices



Job Description

Project Close-out

- Assistance in planning / minuting close-out review meetings

Quality Compliance

Complying with JFN's quality policies and procedures, with particular emphasis on;

- Project procedures
- Document numbering and control
- LTQR compilation
- Assisting with preparation of Quality Plans

Health & Safety

Complying with JFN's health and safety policies and procedures, with particular emphasis on;

- Take reasonable care for own health and safety and the health and safety of others
- Report all accidents and near misses to their Line Manager or Safety Representative



Job Description

Key Skills & Competencies	<ul style="list-style-type: none"> • Ability to manage his / her own workload and self-manage to deliver tasks • Ability to read, understand and work to procedures and standards • Ability to work as part of a team and where possible assist other members of staff • Good written and oral communication skills • Highly orderly, methodical and process driven • Good interpersonal, organisational and time management skills. • Good general office computer skill
Qualifications	<ul style="list-style-type: none"> • Technical aptitude with a minimum of 5 GCSEs. • UK driving licence.