



Become part of our SWARCO team as

Project Administrator

Location: Hemel Hempstead, United Kingdom | Full time

Your Challenge

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After significant expansion in recent years, SWARCO Smart Charging Ltd. is looking to appoint a Project Administrator, a background in Finance would be beneficial, to become an integral part of the Project Delivery Team. Reporting to the Project Coordination Manager the role will provide project admin support to the project team. Please note this role is hybrid, therefore you must be able to travel to the office, at least 3 days per week.

Key Responsibilities

- General day to day administration tasks to support relevant departments
- Raising Purchase orders
- Invoicing - external to clients & internal for our contractors
- Setting up new orders - Sales order & Asset/Site creation
- Loading new jobs onto internal trackers
- ADVAM/Payter requests
- Commissioning Requests

Your Profile

- Previous administration experience
- Preferably worked within a project team but not essential
- Good time management
- Superb written and verbal communication skills with the confidence to manage and navigate challenging situations
- Ability to confidently present our offering to both clients and team members, and to manage expectations to avoid scope creep
- You will have a polite and friendly manner with the ability to work effectively as part of a team to deliver detailed oriented projects
- You will effectively manage your time, and available resources whilst prioritising and delivering several projects at once. Continually assessing processes to improve efficiency
- You will demonstrate competency working with office applications such as excel, word, and PowerPoint and be comfortable learning new tools, processes and applications
- Ability to commute to the office in Hemel Hempstead
- Right to live and work in the UK (please note we are unable to provide Visa sponsorship)

Your Benefit

As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 37.5 hours per week
- 25 days holiday with bank holidays in addition
- Your Birthday off
- Employer pension contributions

- Employee Assistance Programme
- Life assurance

Interested?

If this sounds like the role for you and you have the applicable skills required we want to hear from you.

Please apply by clicking on the apply button

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. We are an equal opportunities employer. **Please note that Swarco Smart Charging are unable to provide UK Visa Sponsorship.**

Agencies, please note, that should we require recruitment agency involvement, we will contact the agencies on our PSL; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

SWARCO Smart Charging

Unit 1

Maxted Corner

Maxted Road Hemel Hempstead

HP2 7RA United Kingdom T. +44 20 8421 2411

Information on processing of your personal data is available [here](#).