



Project Administration Supervisor

Location: East Kilbride

TUV NEL provides programme management, engineering and technical services to meet the needs of industry worldwide. We are part of the TÜV SÜD Group, the leading global technical services company, serving customers in a wide range of industries. The TÜV SÜD Group is represented internationally by more than 600 locations worldwide, with 13,000 employees and has an annual turnover of €1.1 billion. We are a leading provider of services, solutions and technology to an international customer base across a variety of sectors, including Oil & Gas, Government and Renewable Energy. As an expanding and progressive organisation, excellent development prospects are available to ambitious and capable individuals.

We are in the process of reinforcing our Project Administration Team within our Management Consulting business.

This business unit delivers 3 main client-focused services: management of Government programmes, delivery of knowledge transfer activities and the provision of expertise for business improvement projects. The overall aims are to support the public sector's requirement to improve UK competitiveness and deliver better value for money services. Both aims, based on a revitalised approach to innovation and the drive for more effective delivery of services, are delivering real growth for our business.

Primary Job Responsibilities

- Developing and maintaining effective working relationships with clients.
- Leadership of a small administration team (currently five)
- Resource planning and scheduling to meet a widely varying workload
- Provision of management reports including resourcing and QA statistics
- Providing customer service by telephone and through email enquiries
- Providing event management assistance to clients and colleagues
- Data inputting and ensuring project progress is continually updated
- Providing ad hoc administrative support to ensure the smooth running of the day-to-day project operations
- The position will require some travelling within the UK

Experience/Personal Attributes

- A client-focused approach to delivery
- Ability to be organised and work well under pressure and to tight deadlines
- Ability to work on own initiative and to organise the work of others
- Effective interpersonal, verbal and written communication skills
- Team leadership skills are desirable
- High level of competency with Microsoft Outlook, Word and Excel
- Pleasant, professional telephone manner
- Flexibility on working hours
- A willingness to travel within the UK

Qualifications

- HNC in Business Administration or equivalent. Candidates without a relevant qualification must be able to demonstrate appropriate skills.

To apply please send a copy of your CV to jmiles@tuvnel.com or alternatively by post to Jan Miles, HR Department, TUV NEL Ltd, East Kilbride, Glasgow, G75 0QF

All job applicants are asked to refrain from including the following information on their CV as these will not be used in the recruitment selection process: Date of birth, Sex, Age, Marital status, School names.

Closing date: 12 noon, Friday 1 May 2009