

Project Support Coordinator

Reporting to the department manager and Company Secretary, the Project Support Coordinator provides administrative support across central business support and our Plant team. This includes processing and monitoring documentation, maintaining accurate records in centralised systems, preparing meeting minutes, creating and tracking purchase orders, and liaising with department leads and external suppliers. Through proactive and efficient support, the role helps ensure the smooth running of projects and central office functions.

OFFICE AND BUSINESS SUPPORT

- Provide central business support at the Newark Head Office and Plant Yard.
- Prepare, format, and manage documents using Microsoft Word, Excel, PDF, and Outlook.
- Provide reception cover and support reception duties on a rotational basis.
- Support company fleet administration and related internal processes.
- Complete pre-qualification questionnaires for external stakeholders.
- Carry out additional administrative duties as required to support business operations.

PROJECT ADMINISTRATION

- Monitor and control incoming site paperwork, received by post or through the app, to ensure it is received on time.
- Scan, upload, and maintain records and data in the relevant files and systems.
- Attend internal meetings as required and produce accurate minutes for distribution.
- Support the Plant Coordinator with arranging plant and equipment inspections.
- Use MaintainX to monitor weekly machine reports, daily checks, and allocated work orders.
- Complete a weekly invoice run and coordinate rig movements by liaising with operational teams.
- Work with Plant Fitters to close out site and workshop jobs.
- Maintain the Plant team training register and arrange training when required.



PROCUREMENT AND SUPPLIER COORDINATION

- Create and track purchase orders in NAV.
- Liaise with suppliers on queries, deliveries, and account setup.
- Obtain quotations, prices, and lead times for plant, equipment, and materials.
- Support the administration of plant and equipment hires, ensuring all required documentation is completed.
- Assist with stock control for materials, including steel, ensuring updates are recorded and communicated weekly.

PERSON SPECIFICATION

- Confident and competent using Microsoft Word, Excel, Outlook, and related office systems.
- Friendly, approachable, and professional when dealing with colleagues, visitors, suppliers, and other stakeholders.
- Accurate and detail-focused, with a strong commitment to maintaining high standards of work.
- Well organised, calm under pressure, and able to manage competing priorities effectively.
- Proactive, positive, and flexible in responding to the needs of the business and the role.
- Able to prioritise workload, support others where required and meet deadlines in a fast-paced environment.

QUALIFICATIONS AND EXPERIENCE

- Administration experience (minimum 2 years preferred).
- Good level of English (verbal, written) and maths.

Click the below link to apply.

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