

Shaun Clarkson^{ID}

SHAUN CLARKSON ID LTD, 7 SHEPHERDESS WALK, LONDON, N1 7QE
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JOB DESCRIPTION

Job Title: Assistant to Project Management Team
Reports: Project Management Team
Managing Director
Location: 31-35 Pitfield St, London N1 6HB

ROLE, OBJECTIVES AND COMPETENCIES

Key Duties and Responsibilities:

- To liaise with suppliers in line with the SCID project process structure
- To source, order and schedule project items as assigned and as set out in the project process structure
- To assist the Project Management team in assimilating and meeting the project targets, schedule and budget
- To independently create and manage project budgets and schedules in line with the projects operating system as set out in the project process structure
- To co-ordinate with the Accounts department
- To maintain a high quality of customer service and internal organisation and administration as set out in the company objectives.
- Increase knowledge and sample supply of interior finishes, manufacturers, contractors
- Work with the design team in creation of presentation material
- Raise Purchase Orders and invoices, liaise with accounts department
- Assisting with sourcing and ordering materials
- Attending meetings, taking minutes and keeping notes

Key Measures of success:

- Assisting the Project Management team in delivering projects on time and on budget by achieved assigned goals within agreed timescales in line with the SCID project process structure

Experience and Skills:

- Computer skills – Word, Excel, Internet competent
- Admin and accounting experience

COMPETENCIES REQUIRED:

Operational:

- Keeping people informed of plans
- Maintaining watertight operating system
- Agreeing what is expected of others and holding them to account
- Responding positively and creatively to setbacks

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- Taking appropriate action to overcome obstacles
- Constantly assessing systems and processes to achieve best results

Personal Characteristics:

- Drive and determination
- Organisationally strong
- Excellent Communication skills
- Motivation to achieve team goals
- Enthusiastic, persuasive and influential
- Straight talking, honest and a good team player
- Flexible and able to cope with ambiguity
- Attention to detail

COMPANY CONTEXT AND OBJECTIVES:

Our Goals:

- To inspire passion for creative design to our clients and within the company
- To deliver projects efficiently on time and on budget
- To deliver creative and innovative concepts and solutions
- To build the value of the business
- To build our brand whilst maximising our profitability

Our Values:

- Creativity
- Amenability
- Flexibility
- Respectfulness
- Dependability
- Supportiveness
- Honesty
- Using initiative
- Professionalism

KEY WORKING RELATIONSHIPS:

- Project Management Team
- Accounts
- Design Team
- PA to Managing Director
- Managing Director