



BABCOCK

«Lead Project Administrator»

Contact information

Contact name Babcock
Contact phone +44 (0)20 7355 5300
Location , Scotland

Job details

Salary £27000 - £32000 per Year
Job type Temporary

Requirements

MS Office package proficiency (especially Excel)
Knowledge of the change process
Project Controls Awareness
Project Management Awareness
IFS knowledge preferred, but not essential

Job responsibilities

Attend and assist change Gates meetings
Issue and maintain change agendas and actions logs
Update and maintain PATO & Windchill (Change tools) information
Prepare and distribute documentation for change reviews (ECR packs)
Monitor ECR pack and meeting actions completeness
Organise meeting rooms, telephony etc.

This job is posted on the employment service «www.jobgear.co.uk»