JOB DESCRIPTION

Job Title: Project Administrator
Department: Construction
Primary job location: Stockley Park/Slough
Reporting to: Programme Director
Direct reports: None

About VIRTUS

VIRTUS Data Centres is the UK’s fastest growing data centre provider which owns, designs, builds and operates the country’s most efficient and flexible data centres. Our mission is to consistently exceed the expectations of customers through innovative, high quality solutions and services. We employ intelligent thinkers – people with positive attitudes, who add the quality of customer proposition and business. We value individual endeavour and initiative, encourage teamwork and togetherness because collective experience and expertise is VIRTUS’ greatest strength.

Job Summary

This is an exciting opportunity to join the team delivering major data centre construction projects. The role has a wide-ranging field of responsibilities, including building key skills such as project governance, stakeholder management and process improvement for a candidate with an aspiration to move into a career in Project Management.

This role is centred around supporting our team of Project Managers and Engineering Designers with Project Administration tasks including; change management, financial tracking, project governance, management information and resource management. You will also be involved in driving process improvements.

Duties and Responsibilities

Act as the Project Administrator supporting our team of Project Managers and Engineering Designers for construction works across the portfolio of VIRTUS Data Centre projects, responsibilities will include the following tasks:

- Governance of the project management process to ensure current best practices are being adhered to
- Assisting the team with the preparation, submission and tracking of change requests
• Providing administrative support to the team to ensure that project documentation remains current and accurate
• Preparation of Management Information reports
• Assisting the team to drive key stakeholders to complete tasks according to the project schedule
• Supporting the team to obtain quotes from 3rd parties and to raise Purchase Requisitions
• Taking meeting minutes
• Any other reasonable requests made by your line manager

Qualifications and Skills

Previous experience working within a PMO or as a Project Administrator is essential, experience of working in the field of Data Centre build/operations is preferred. The successful applicant will be able to demonstrate a high level of organisation and administration skills.

• Excellent knowledge of the MS Office suite, MS Project, SharePoint and MS Teams
• Prince2 or P3O Foundation qualification preferred
• Experience of Service Now is desirable
• Some process improvement methodology experience preferred e.g. Lean/Six Sigma
• Experienced in the production of Management Information reports
• Good understanding of standard project documentation requirements

Personal Competencies

• Excellent written and verbal communication skills, able to communicate effectively with key stakeholders from VIRTUS, contractors and customers on specific tasks
• Organised, able to multi-task and to remain calm and focused under pressure
• Highly motivated and with a ‘can do’ attitude
• Works well as an individual and within a team
• Has a high level of integrity and is approachable at all times
• Able to contribute to developing best practices within the Construction team

Remuneration package and benefits:

• Competitive rate of pay.
• Private healthcare.
• Critical illness and life assurance.
• Pension contribution scheme.
• Discretionary bonus.
• Cycle to work scheme
• Eye care benefit
• Annual travel card loan
• TechScheme
VRTUS is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.

If you are interested in this role, please email your CV to careers@virtusdcs.com.

We reserve the right to close this post for applications should sufficient applications be received.