

Job Specification – Projects Administrator

Salary depending on experience

Location - Guildford

1 Responsibilities

The projects administrator is responsible to the team leader and project managers for carrying out the following functions:

1.1 Projects administration

Providing support to OTM consultants for the execution of technical energy projects in OTM's primary areas of activity in the upstream oil and gas industry worldwide, which include knowledge management, technology commercialisation, strategic consultancy and market development.

- Sending out literature/ letters and answering project queries
- Maintaining strong relationships and regularly communicating with key project contacts
- Organising, promoting and expediting attendance at international meetings/ workshops through phone, email and website publicity
- Liaising with venues for accommodation and event management
- Booking travel and hotel accommodation
- Proof reading and quality assurance of final reports and presentations
- Formatting/ copying/ binding - preparing materials for workshop delivery
- Sourcing/ uploading to website presentation and other project material
- Conception/ development of ideas for improvement of project/ company processes

1.2 Office administration

- Day to day administration, including filing and contact management
- Mail-out/ post distribution and administration
- Answering queries via telephone or email
- Helping in the smooth running of a consultancy office environment
- Maintaining the kitchen supplies

2 Support

To enable the effective execution of these tasks, OTM will provide the projects administrator with:

- Support and training
- Opportunities for personal and career development and growth
- Opportunity to influence company operations through key responsibilities within the OTM team
- A pleasant and stimulating office environment, based in the market town of Guildford
- A competitive remuneration package, with opportunity for additional performance related bonus

3 Experience

- Experience of office-based administration
- Experience of technology environment (principally oil and gas industry), project management and sales/ selling a service would be helpful, but not essential

4 Skills and Abilities

- Ability to get on with people and develop professional relationships with clients
- A willingness to help project managers complete consultancy work and manage industry networks and associations
- Discipline for self-organisation and punctuality, without direct supervision
- Ability to prioritise and get things done; to do a good job within available resources
- Ability to produce high-quality written correspondence, with strong attention to detail
- Clarity of oral and verbal presentation with a wide range of people, including a positive and confident telephone manner
- IT and Software skills with MS Office (Word and Excel essential), Outlook, Adobe Acrobat and MS Access
- Touch-typing skills are desirable, but not essential



- Some accounts knowledge useful but not essential

5 Special Conditions of Service

- Commitment to OTM's purpose, vision and values
- Willingness to participate in team-building events and awaydays
- The post will be largely self-servicing and IT ability is necessary as described above
- You will be based in the Guildford office.
- Occasional travel abroad may be required during which and in the run up to may necessitate additional working hours (early morning / evening travel)
- Working week negotiable; ideally 30-35hrs by arrangement.

To apply please send your CV with a covering letter to dana.roe@otmnet.com.

For more information please contact Dana Roe or Annie Hairsine on +44 1483 598000.
www.otmnet.com