



Job Title

Project Administrator

About Clarke Infinity

Established over 35 years ago, Clarke Infinity is one of the longest-established UK companies within the AV industry. Clarke Infinity's bespoke service draws heavily on the expertise of their team who deliver an exceptional standard of work. Clarke Infinity is known for building excellent, long-standing relationships with clients, communicating effectively to ensure their customers get the end result they dream for.

Clarke Infinity are industry leaders having been at the cutting edge of installation for over a quarter of a century. They offer a customised service, tailored to their clients' needs, and have a large residential and commercial client base both here in the United Kingdom and internationally.

To learn more about Clarke Infinity's services, please visit www.clarkeinfinity.com

Location(s)

Clarke Infinity Ltd, Radford Business Centre, Radford Crescent, Billericay, CM12 0BZ
Working across Essex, the East of England and occasionally further afield.

Job Purpose Summary

The Project Administrator Role is new role within our internal Project Management/Administration department. Reporting to the Senior Sales/Design Manager and communicating with our Project Managers, you'll join our projects team, bolstering our capacity to manage projects more efficiently through documentation, as Clarke Infinity continues to grow.

Among the key aspects of the role, candidates will be required to design, program and install residential and commercial projects working with control technology, sound and entertainment, home cinema systems and security systems.

Position Reports to:

Senior Sales/Design Manager

Primary Responsibilities and Main Duties

Responsibilities will include, but are not limited to:

- Working with Project Managers to produce project programmes, Gantt charts and work orders
- Producing O&M manuals
- Creating technical submittals



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- Producing project purchase forecasts and purchase orders
- Managing contractual compliance
- Supporting the Sales/Design team with preparation of tender responses
- Preparation of project final accounts
- Becoming fully conversant with all areas of the business and office procedures
- Remaining flexible in order to undertake the many different areas of work that are required, such as project work, producing reports etc.
- Producing accurate work to a high professional standard, paying attention to detail
- Maintaining a clean, tidy and safe working environment
- Maintaining computer security and backups or other procedures as instructed
- Completion and submission of required paperwork
- Adhering to relevant Health & Safety guidance and codes of conduct in the workplace
- Responsible for company vehicles, tools and stock
- Attending regular team meetings

The above is not an exhaustive list of all accountabilities, which the role holder may have and develop over time.

Personal Standards

The ideal candidate must:

- Treat all information and knowledge gained in the workplace as confidential
- Be able to work both as a team member and independently
- Work in a cheerful, polite, respectful and professional manner
- Dress in company uniform (shirt provided)
- Conduct themselves at all times in accordance with the Clarke Infinity Conditions of Employment and any reasonable general policy statements that may be issued by the Directors of Clarke Infinity

Personal Skills and Experience

The ideal candidate must have:

- Experience working with construction information, including positional and schematic drawings, technical specifications and schedules
- Excellent Excel skills
- Prior experience of working in the construction industry, AV/IT Industry or building design/consultancy professions would advantageous



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- Experience in a previous Project Management/Administration support role would be an advantage but appropriate training will be provided
- An aptitude for learning and working with new software applications would also be advantageous
- Good organisational, time management and communication skills
- An awareness of Construction H&S would be an advantage
- Experience with CAD would be beneficial
- Full clean UK driver licence
- Understanding of digital network integration
- Computer and technology skills
- Knowledge of relevant legislation and regulatory requirements
- Have the ability to successfully work under pressure and meet deadlines
- Be dependable and punctual
- Be flexible and have an adaptable approach to work
- Be available for some weekend work

The attributes and skills listed above are not exhaustive but detail those most necessary for the role holder to possess.

Why Clarke Infinity?

The team is at the heart of Clarke Infinity's success, delivering award-winning projects and their ongoing commitment to delivering the best standards of work sets Clarke Infinity apart.

We are a friendly, fun place to work with regular team events such as indoor karting, meals out and drinks.

We are an expanding firm and this is a new role which we believe has the opportunity to grow with the right person. If you're good at what you do, cheerful and reliable, we would love you to hear from you.