



Project Support Coordinator

Location: Sidcup

Team: Robson Frankham

Requirements: Good general education to GCSE level in English and Maths & strong knowledge of Microsoft Office applications

Key Responsibilities

Primary Functional Responsibilities

- Establishing and building effective working relationships with clients, suppliers, and other partners
- Provide effective communication and key project support to the fire engineering team
- Maintain project management sheets and project coordination activities
- Promoting and maintaining the core values of The Frankham Group

Secondary Functional Responsibilities

Directly liaise with the Project Support Manager to assist them in:

- Project set up and maintenance
- Setting up project folders and collating project documents
- Logging work orders / raising POs and preparing financial documentation
- Invoicing and debt chasing
- Arrange / organise programme of works for individual contracts
- Ensuring that operational staff/subcontractors are scheduled out effectively, to ensure both internal and external KPIs/deadlines are met
- Co-ordinating the uploading of reports to online systems, assisting with in-house and client databases in full accordance with the relevant service level agreements
- Ad-hoc duties with general office and project support when required

Accountabilities

- Updating pipeline reflective in Revenue Forecast as instructed/reviewed by the project support manager
- Creating and profiling jobs in Workbench following instruction from the project support manager
- Raising purchase order requisitions against confirmed supplier costs via pipeline
- Drafting invoices from the revenue forecast on workbench
- Carrying out the company client pledge
- Carrying out and updating debt management through workbench
- Taking and typing up meeting minutes or other documentation as required
- Monitor and update the Project Management spreadsheets for each project
- Answering/taking calls and responding to emails

Attributes Required

Education/Professional

- Good general education to GCSE level in English and Maths is essential. Strong knowledge of Microsoft Office applications including Outlook, Word, and Excel as a must

Experience

- Previous clerical/administrative support experience would be a distinct advantage

Aptitudes

- Excellent verbal and written communication skills, competent spelling, and grammar
- Self-motivated

- Excellent organisational & time management skills
- A professional manner
- Good all-rounder with ability to work well under pressure
- Flexible, reliable, and hardworking
- Excellent timekeeping and attendance record
- Positive working attitude
- Enthusiastic and adaptable to working alone and withing a team
- Ability to handle multiple tasks and a growing workload
- Ability to establish and build effective working relationships with the clients, suppliers, and internal teams

About Frankham Group

Frankham is a top 50 multi-disciplinary consultancy with over 40 years of experience, providing a full range of design and consultancy services to the built environment.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We have held an Investors in People accreditation since 2011 and currently hold gold accreditation.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.

You will be stepping into a dynamic, and meritocratic environment, where your voice and input will be heard. We have an 'open door policy', allowing easy access to the senior minds in the business. We are a business committed to providing people with opportunities to achieve their career goals.

Our vision is to become the leading privately owned consultancy in the South of England, differentiating ourselves from the large corporates, being a best place to work and a leader in the market in each of our disciplines.