



JOB DESCRIPTION FOR PROJECT ADMINISTRATOR

Job title	Project Administrator
Reporting to	DPO Operations Manager
Employment Status	Permanent
Job location	Hybrid (home/Ipswich office min 2 days per week)
Salary	£20-25k (FTE) subject to experience + Life Insurance + Pension + Other Benefits
Role	Full-Time

Background on The DPO Centre Ltd

The DPO Centre is a data protection compliance consultancy formed in the UK in 2017. We provide outsourced Data Protection Officers, privacy consultancy services and GDPR representation to over 600 organisations globally. The DPO Centre group consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin and The DPO Center B.V in The Netherlands, together with a network of representation offices throughout the 27 EU Member States.

Our mission is "To inspire and develop one remarkable team, that delivers the extraordinary", which supports our '#OneTeam' philosophy. Contact with the other members of our team will be frequent, as are the opportunities for team social activities. This therefore not only fulfils our commitment to exchange knowledge, share experiences, improve our processes and constantly improve on the best practice framework employed with our clients, but also to ensure that our new recruits quickly become integral to our motivated, sociable, and connected team.

We offer the opportunity to work in a dynamic, varied and challenging role, alongside a group of like-minded and motivated professionals, within a structured, organised and coordinated team.

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com.

Candidate profile

First and foremost, The DPO Centre is a service business. We look only to work with proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what we do and therefore offer an ideal fit with our core values, mission and culture.

To support our continued growth, we require a Project Manager Administrator to support the Project Managers and the wider organisation to achieve our project management objectives.

You will need to be an enthusiastic team player who is well presented, articulate and has excellent written and non-verbal communication skills. You will be an outstanding organiser and have the capacity to manage and prioritise tasks received from multiple sources.

You will be highly computer literate with demonstrable experience of organising, structuring, prioritising and planning and have a keen eye for detail. The post is office based in Ipswich, but with flexible working.

You must enjoy working as an integral member of our team but also be capable of managing your own workload to deliver high quality work that meets expectations and deadlines. We operate a relaxed, fun and sociable work environment, but with a constantly pressured workload where we remain resolutely focussed on delivering the highest possible standards of client service.

Duties and responsibilities:

- Providing administrative support to the Project Managers
- Taking ownership of administrative tasks delegated by the Project Managers (i.e. spreadsheet maintenance, Work Flow Max, staff timekeeping, email communications etc.)
- Monitor project progress with the Project Managers, ensuring all systems and administrative workflow are kept up to date
- Support day to day operations within the Project Managers' Pods
- Manage calendars and arrange face to face or online meetings
- Send out customer satisfaction surveys report on findings
- Book hotel and travel accommodation as required
- Provide holiday and sickness cover for the Project Managers to ensure projects are constantly monitored

Person Specification:

Experience:

- A minimum of 1 year experience working in an administrative role, within a professional services environment would be beneficial

Personal:

- An enthusiastic 'people person' and team player with a resilient 'can-do' attitude
- Ability to juggle multiple projects and priorities concurrently
- Confidence to propose new and improved processes and effect positive change
- A willingness to grow, contribute to the team and develop new skills
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- Discretion and confidentiality are essential

Required skills:

- An ability to articulate our culture and work closely with the Project Managers
- Excellent IT skills: Full Microsoft Office suite
- Highly organised, structured and disciplined, with great attention to detail
- The ability to work under pressure and juggle multiple active priorities
- Excellent written, verbal and non-verbal communication skills
- Sound judgement and able to think on your feet

Advantageous skills:

- Experience of Data Protection regulations and requirements
- Experience of Microsoft Office as well as WorkFlowMax, Hubspot and Xero
- Experience of project management methodologies, such as Prince 2

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