

# JOB DESCRIPTION

## PROJECT ADMINISTRATOR



<b>Job title</b>	Project Administrator
<b>Reporting to</b>	Head of DP Operations
<b>Job location</b>	Hybrid (home/Ipswich office min. 2 days a week)
<b>Employment status</b>	Permanent, Full-time

### ABOUT US

**The DPO Centre group** is a multi-national data protection compliance consultancy formed in the UK in 2017. We have provided outsourced Data Protection Officers (DPO), privacy consultancy services, and GDPR Representatives to over 800 organisations globally. The DPO Centre Canada Inc. is the most recent addition to The DPO Centre group of companies, which also consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin, and The DPO Centre Netherlands BV, together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

Fundamental to our #OneTeam philosophy is our mission: "To inspire and develop one remarkable team that delivers the extraordinary." Contact with other members of our various national teams will be frequent, as will the opportunities for team social activities.

We believe in constantly improving our processes and the best practice framework we employ with our clients. Sharing knowledge and experiences is a vital part of our culture and ensures you will quickly become an integral part of our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

Our offer to you is the opportunity to work in a dynamic, varied, and challenging role within a structured team of like-minded and motivated professionals.

The data protection industry is rapidly evolving, and this role offers you the chance to be involved in projects that encourage professional growth and innovation.

### OUR PEOPLE

Within The DPO family we have bakers, skaters, bike riders, avid readers, ultra-runners, budding photographers, keen travellers amongst others. Our team comes from all corners of the world, New Zealand, Argentina, Mauritius, Mexico, South Africa to name a few. Please see for yourself on [our team](#) page.

### COMPENSATION

- £20-25K (FTE) subject to experience

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development

Additional benefits subject to scheme rules:

- Inclusion and Wellbeing scheme
- Buy and Sell holiday scheme
- Work from abroad scheme
- Enhanced Maternity and Paternity Pay

Further details on The DPO Centre and our existing team can be found at [www.dpocentre.com](http://www.dpocentre.com)

## CANDIDATE PROFILE

Primarily, 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 Administrator to support the Project Managers and the wider organisation to achieve our project management and service delivery 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, Scoro, 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 with clients
- 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

### Education and 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 and wider team
- 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

### Desired Skills

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

### Career Progression

- Project Associate > Project Manager > Team Leadership

## HOW TO APPLY

Email your CV and application to [recruitment@dpocentre.com](mailto:recruitment@dpocentre.com)

Click [here](#) to view our Recruitment Candidate Privacy Notice.