

R&D Project Administrator

Assist R&D department in a project administrative role.

Principal Duties & Responsibilities:

The R&D Project Administrator will be required to:

- Work with engineers from all disciplines to maintain project management system. This includes ensuring that monthly project updates are available on time, companywide timesheets are collated, and access rights are correct.
- Support the R&D department as new companywide compliance standards and processes are rolled out.
- Identify and implement improvements to the project management system.
- When required, get involved in specific projects. Provide project documentation and process support.
- Work with project engineers to maintain the asset management system.

Required Knowledge & Experience:

The ideal candidate will encompass the following skillset:

- Advanced MSOffice User with emphasis on Excel (VBA macro knowledge beneficial)
- Be familiar with project controls and systems implementation
- Possess an engineering or relevant qualification and have project experience

Career development opportunities may arise as the project team continues to grow.

Location

Kirkhill Estate, Dyce, Aberdeen

Salary:

Negotiable

Apply by email only with your full CV to Vacancies-Technical@metrol.co.uk