

GLASGOWS

Project Administrator

Full-time permanent position

Glasgows, Unit 5, Centurion Court, Farington, Leyland, Lancashire PR25 3UQ

www.glasgows.co.uk

Who are you?

As a Project Administrator you will be enthusiastic and have experience working in office administration. You will be an accurate and precise communicator and have good working knowledge of Microsoft Office. You will also have some experience working with online databases and possibly CRM systems.

To join our team, you will be warm and friendly, confident when communicating you're your colleagues, our clients and their customers, over the telephone and by email.

Working on multiple events, you will have excellent organisational skills and an ability to prioritise tasks to meet deadlines.

Who are we?

Glasgows is a leading events, film and digital agency with complimentary in-house services including events management, production, creative, web development and much more. We've built a solid reputation over 33 years as being a number one choice for our range of high-profile clients, delivering exciting solutions where "everything is possible"!

The role

Project Administrators are key members of project teams, whom we rely upon to help our managers develop the best ways of working and deliver their projects to exceed client expectations.

You will be supportive, primarily providing office-based support for our managers when they are away visiting clients or working on other projects. Therefore, you will be proactive, able to manage your own tasks and sometimes work with little support.

everything is possible

Other responsibilities include:

- Managing event registration databases and providing regular updates to managers and clients.
- Communicating with everyone involved in the delivery of your project.
- Supporting the administration of and research for competitive tenders/bids and projects, including:
 - Venue searching and production of associated reports,
 - Liaison with external agencies in the searching and selection of professional speakers, conference facilitators and entertainments.

This is an exciting opportunity for anyone with good office administration experience and who is looking to develop their career. Whilst experience in events is preferred, it isn't essential as training will be provided.

Glasgows events are held across the UK and so on occasion travel and overnight stays are required. A full, clean UK driving license is also preferred.

What we're offering

£19,000 to £21,000 (pro rata) depending on experience, plus contributory pension scheme and non-contractual profit-related bonus scheme. The post is based at our main office in Leyland. The post is based at our main office in Leyland. However, under current lockdown circumstances, the ability to work from home is required.

Interested?

If you possess these skills and would enjoy working in a friendly environment as part of a hard-working team, then we want to hear from you.

Please email your CV, including details pertaining to the skills/experience requirements above, along with the names of two referees from your present/previous employment and current salary details to g@glasgows.co.uk.

All applications will be treated with confidentiality.

Glasgows is an equal opportunities employer and welcomes all applications