PROJECT ADMINISTRATOR AND PLANNING SUPPORT

Business function:	Network Build	**Closing date**: TBC
Reports to:	Build Programme Manager	
Location:	Near Maidstone, Kent	**Start**: TBC
Salary:	£18k-£20k per annum depending on experience	
Terms:	Permanent full time. Flexible working considered.	

TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

THE ROLE

We're a small company with a very exciting future. The project administrator is responsible for supporting the projects team in their delivery of network build projects. They will be required to work collaboratively with deployment managers and build programme managers and will support the planners and build teams. This is a dynamic opportunity within a rapidly growing company.

Responsibilities

- To support the projects team by seeking authorisation and planning approvals from our external service providers.
- Managing and monitoring approval requests for civil works.
- Updating database and self-serving data to produce detailed maps.
- Identifying and following up missing or flawed information.
- Gather and process information from multiple sources, to collate and communicate in logical and appropriate manner to varying audiences.
- To work with accuracy and speed to analyse and share information in an articulate, timely and simple manner.
- Desire to learn new skills within planning processes, and subsequently adhere to and role model great process practices.

- Maintain efficient communication within project team relating to status of all works and requests.
- Assist the deployment managers and build programme manager in continual development of the overall programme plans and processes.

Your experience

You will have at least 1 years' experience in an administrator role. A basic understanding of the telecoms or Internet services industry will be advantageous, but most importantly a willingness to learn and grasp new concepts quickly will be essential. You will be able to describe your ability to work collaboratively with different audiences and have a desire to learn new skills. You will have had experience of being able to remain resilient in challenging situations and be able to articulate how you can work effectively under pressure.

Your skills and personal attributes

- Excellent communication skills: ability to communicate the right level of information clearly to the right people at the right time – inside and outside our organisation.
- Stakeholder management: managing and influencing people within our organisation and working positively with external contractors.
- Working knowledge Google Earth, Paint and photoshop.
- Interest in learning mapping and GIS systems.
- Able to interpret mas and pans
- Self-motivated organiser with excellent time management skills.
- Flexibility and adaptability to the changing requirements within a fast-growing organisation.
- Quick to pick up new systems and processes.
- Thorough in all working practices, processes and approach.
- Confidence with Microsoft office particularly excel (essential) and access (beneficial).
- High level of numeracy.

Our values

- **Integrity**: be transparent and honest with our customers and with each other.
- **Passion**: be excited about what we do.
- **Develop**: Invest in each individual.
- **Continual improvement**: Work smarter, not harder.
- **Proactive**: take responsibility.
- **Teamwork**: support and collaboration.
- **Quality**: We do what we do well.