



Project Administrator

Development Engineering & Enterprise Ltd

Development Engineering & Enterprise Ltd (DEE-Ltd) is an established engineering company providing innovative engineering solutions and products to a broad spectrum of customers and market sectors.

Due to the growth and ambition of the company, we are looking to expand our team and are actively seeking dedicated individuals to support a variety of customer focussed development projects. You will be joining a group of dynamic individuals working on a diverse range of products and services in the engineering sector.

Role Type

Full Time – Permanent

40 Hours working week

Work Location: In person, Leamington Spa

About you:

- Are you ambitious, driven, with a will to succeed?
- Do you have high energy and the ability to work within a fast-paced team?
- Are you logical, organised and creative?
- Can you develop relationships with suppliers, customers and team members to overcome challenges and ensure successful project delivery?
- Are you ready to roll up your sleeves and make a difference.?

About the role:

As a Project Administrator at DEE-Ltd you will be a central member of the team coordinating the delivery of customer projects from enquiry to delivery. You will support the online presence and social media activities collecting data and generating reports.

- Representing the company in front of prospective clients
- Respond to initial customer enquiries and generate quotes.
- Receive customers order and manage their completion through to delivery.
- Coordinate internal resources and external suppliers to fulfil customer orders.
- Organise shipping logistics and provide customer invoices.
- Collect key KPI information and identify opportunities to improve processes and enhance the customer experience.

Essentials

- This role is only open to current UK Residents or those with an established right to work in the UK. Please do not apply if you do not currently have right to work in the UK as we will not be able to progress your application.
- Exceptional customer service skills
- Excellent commercial and technical acumen
- Enthusiastic, confident and personable.
- MS Office skills including Excel, Word, PowerPoint and Outlook.
- Able to work independently and as part of an integrated team.
- Willingness to learn and contribute.
- Proactive team player
- Problem solver
- Full driving license.

If you want to be part of a genuinely friendly and professional team, with a passion to deliver excellent customer service then we would welcome the chance to discuss this opportunity with you.

Remuneration

Successful candidates will receive a highly competitive starting salary with opportunity for professional development and a range of benefits that will include the following:

- Salary £28,000 to £32,000 dependent on experience
- 24 days annual paid leave (increasing with service)
- Private health care with Vitality
- Yearly £300 training bursary towards your personal and professional development
- Workplace Pension
- Discounted Vehicle Servicing through affiliated partner
- Unlimited opportunity to grow and develop within a company that actively seeks to challenge you to grow and become the very best version of yourself.

Applications

If you believe you have the skill set and the enthusiasm for this role please send your CV to careers@dee-ltd.co.uk When applying you must quote Reference PRJADM25.