**Job Title: Assistant Project Manager.**

**Reporting to: Project Manager.**

**Location: HQ Highbridge, Somerset.**

**Nationwide coverage, travel required.**

**Remuneration: Benchmarked basic salary.**

Due to the continued growth of the business Offsite Solutions is currently looking for a proactive, capable Assistant Project Manager.

Offsite Solutions is the leading bathroom pod manufacturer in the UK and now produces 10,000 modular bathroom units per year for all sectors of the construction industry. The company intends to reinforce its market leading position by adding to its commercial team.

The main objectives of the role are to assist the commercial team in collation and distribution of information, monitor project programme against specific activity sets and ensure that the core tasks of the role enable the fast and accurate determination of commercial queries.

**Working within a team the responsibilities of the successful candidate will include:**

* By monitoring the projects email - collate all documents electronic and paper into a central pool.
* Upload all documents including; conditionally, emails, images, drawings, hand written notes, documents and written notes into CIPS.
* Extract data from files into CIPS and/or tag the data with identifiers to make it quickly accessible.
* Ensure that the paper file (Hard copy) in the commercial file is representative of the current contractual position by printing and filing commercial documents or regular reports such as the commercial register.
* Work with the PM to generate project related reports for the weekly review meeting.
* Work proactively with the PM to evolve the structural and procedural function of the role and communicate this regularly and clearly to the I.T. development team.

**Skills required:**

* Excellent IT skills including Excel, Power Point, Word and Microsoft office.
* Good numerical & written skills.
* Excellent telephone skills.
* Close attention to detail.
* The ability to work on your own or as part of a team.
* An organised approach to work and the ability to meet deadlines.

If you feel that you have what it takes to make a positive contribution to our fast growing business, please send  your CV to our postal address or email it to [hr@offsitesolutions.com](mailto:hr@offsitesolutions.com)