

**Forward thinking**  
**Straight talking**



# **Project Administrator**

**JOB SPECIFICATION**

**Gateley** / **RJA**

<b>POSITION:</b>	Project Administrator
<b>LOCATION:</b>	Kibworth
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

At Gateley RJA, we're looking for a proactive and organised Project Administrator to join our Quantity Surveying team in Market Harborough.

You'll play a central role in keeping our projects moving, supporting our Quantity Surveyors as they deliver a diverse portfolio of insurance-related work. This is a varied, hands-on position where you'll manage client instructions from the outset, set up and maintain project documentation, and help coordinate resource allocation across the team.

If you enjoy a fast-paced environment, take pride in accuracy, and like being the person who keeps everything running smoothly, this could be a great fit.

### **You will be responsible for the following:**

- Provide full project administration support to the team of Quantity Surveyors delivering insurance related projects.
- Working flexibly within a wider administrative team to provide general administration support and a variety of clerical and related tasks to support the needs of the business.
- Managing instructions from clients and confirming acceptance.
- Collating relevant data and keeping instructions log up to date.
- Setting up project template for each instruction and populating key data, including site plans, photos and text.
- Reviewing internal resource availability and suitability, allocating projects to surveyors and monitoring progress with each instruction.
- Checking completed reports – mathematical, spelling and formatting.
- Creating final pdf reports including covers and issuing to clients.
- Updating instruction log and internal systems, reviewing hours spent and authorising issue of invoice.
- Treating all clients and colleagues to an excellent level of service.

## The Team

Gateley RJA is a Chartered Quantity Surveying Practice who offer a comprehensive range of construction consultancy services, including quantity surveying, project management, employer's agent, clerk of works, and advisory services. Their team is experienced in various construction sectors such as health, care, industrial and manufacturing, residential, conservation, and commercial.

Gateley RJA is dedicated to delivering tailored solutions to meet the specific needs of their clients, ensuring that project budgets, timelines, and quality standards are consistently met. They pride themselves on building long-lasting relationships with clients, with much of their work coming from repeat business and personal recommendations.

Gateley RJA hold Investors in People Gold status and strive to maintain a welcoming and people focused working environment.

## The Person

**Candidates will be able to demonstrate the following attributes:**

- Previous project administration experience, ideally having prior experience in the insurance or property sector
- Methodical with excellent attention to detail and commitment to quality
- Strong verbal communication skills
- Highly proficient in Microsoft Office, particularly Word, Excel and Outlook
- Excellent organisational and time management skills
- Able to prioritise workload to meet deadlines

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

## ***Diversity, inclusion and well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## **Additional Information**

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



Gateley // RJA