



Job description

Job title: Project Assistant (Placement)	Job code: PAP-01
Department: Project Delivery	Division: All
Section: Project Management	

Reporting relationships

Reports to: <ul style="list-style-type: none">• Director, Project Delivery <i>or their delegated Project Director</i>• Director, Operations• Project Managers	Direct reports: None
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Job summary and key responsibilities

Job summary

- WNY is offering a Placement opportunity for a current Project Management, Construction Management or Event Management student to work on a variety of projects across multiple sectors including event overlay, bespoke temporary and semi-permanent construction and showcasing. The individual will be expected to support the successful delivery of multiple projects both within the UK and Internationally.
 - This role will expose the candidate to the acquisition, planning, administration, design, procurement, logistics, production, construction and operation of projects ranging in scale from 5,000 GBP to 10,000,000 GBP.
 - This role shall be split between working from WNY's Bristol office with the opportunity to undertake onsite support at project sites both within the UK and Internationally (Qatar, Canada, Brazil, Croatia).
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Key responsibilities

The specific breadth of Key Responsibilities for this opportunity shall be finalised during the selection process. However the following aspects are core to the placement:

- Document Control on the Asite Adoodle (Collaboration) and Box (Cloud Server) system
 - General Administrative Support – Corporate and Project Related
 - Logistics & Accreditation
 - Procurement Support
 - Onsite Office Management
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Work interactions

Internal relationships:

- WNY Board
- Project team members
- Subject matter experts

External relationships:

- External stakeholders including government agencies and organisations.

Financial Responsibilities

- None

Work conditions

- WNY Office Bristol based and as required for project execution.
- Will be required to travel and work throughout the UK and internationally

Qualifications, experience and skills

Education and certifications

- Undertaking BSc in Project Management, Construction Management, Event Management or similar related degree

Experience and skills

- Strong interpersonal skills
 - Excellent communication skills both verbal and written.
 - High degree of professionalism.
 - Appreciation of the difficulties of working in a regulated business and sector.
 - Strong interest in the specific sectors WNY operates in.
 - Strong interest in the delivery of complex projects in complex stakeholder environments.
 - Proficiency in use of personal computer software including scheduling applications.
 - Team orientated and ability to communicate and interact with peers.
 - Proactive and proven ability to hit deadlines.
 - Ability to function independently with appropriate initiative, creativity and attention to detail.
 - Ability to exercise sound judgement in complex situations.
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