

Johnston Carmichael is Scotland's largest independent firm of Chartered Accountants and Business Advisers. We pride ourselves on constantly looking for new ways in which we can help and support our clients and set up our Consulting Business Line in 2015 with the goal of helping business owners and managers improve the overall performance of their organisation. We work with them on everything from strategy planning to operational improvement, with the fundamental objective of growing the bottom line and creating value. We've experienced a lot of demand for our services and we're now looking to strengthen our consulting team in Scotland to support its continued growth, by recruiting for the following position:

## Project Administrator

**Job Type:** Permanent

**Hours of Work:** Full Time

**Location:** Flexible

**Salary details:** Competitive

**Job Purpose:** To work closely with the Consulting business line to support in the delivery of internal and external change projects.

Providing administration and co-ordination support to Consulting team and internal Project Management Office, to include:

- Coordinate & minute meetings
- Team diary management
- Maintain project plans and other project documentation
- Support in developing process maps
- Drafting reports, briefs, client proposals
- Maintain Consulting business opportunity tracker

Person Profile:

- Experienced in using MS Office, preferably Excel at intermediate capability.
- Knowledge of Visio, SharePoint, MS Project & Office 365 etc advantageous.
- Basic experience and knowledge of Project Management methodology, ideally as project administrator or similar
- Basic knowledge of Change Management methodology (LEAN, 6 sigma) would be advantageous but not essential
- Comfortable working accurately at a fast pace with people at all levels in an organisation
- Excellent inter-personal & communication skills; written and oral.
- Quick learner with appetite to develop a career in Consulting

If you are interested in applying for the above position please send your CV with a covering letter to Recruitment [recruitment@jcca.co.uk](mailto:recruitment@jcca.co.uk) by the closing date.

**Date advert posted: 3<sup>rd</sup> Jan 2018**