

JOB TITLE	Project Secretary
LOCATION	Aberdeen, UK
EMPLOYMENT	Contract

DESCRIPTION OF FUNCTION

Our client is resourcing a full-time Project Secretary to work in their Aberdeen office. This is a short-term contract assignment as part of a dynamic organisation, extensive SharePoint experience is essential. The ideal candidate will also be from a subsea / oil and gas background and available to start immediately.

JOB RESPONSIBILITIES

The main duties associated with the role, include but are not limited to –

- Aligning manager(s) calendars.
- Prepare minutes of meetings.
- Manage holiday calendar.
- Organise travel itinerary.
- Organise meetings.
- Administer project office facilities.
- Organise any training.
- Manage various project registers.
- General administration.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- SharePoint experience is essential.