

Projects Administrator

Salary Range: £21,500 to £25,000 (FTE)

Location: Harrietsham, Kent

Full or Part Time Opportunity

This is a full or part-time role with a preferred working schedule of at least 30 hours per week within standard office hours (8:30 AM to 5:00 PM). However, there is some flexibility to consider slightly fewer hours for the right candidate. Once settled into the role, there will be an opportunity for hybrid working, with the arrangement tailored to align with the agreed hours. As a guide, full-time staff have the equivalent of up to two days per week working from home.

Interviews

The job advert closes on **12th February 2025**, with 1st stage telephone interviews during the week commencing **17th February 2025** and 2nd stage face-to-face interviews during the week commencing **24th February 2025**.

The Story:

Established in 1976, Bedfont is an award-winning medical technology company based in Harrietsham, Kent. Its breath analysis medical devices are exported globally thanks to its network of carefully selected distributors.

The Challenge:

Healthcare is evolving and the market for breath analysis monitors is expanding. Bedfont are looking for hard-working, like-minded, and passionate individuals to join the Bedfont Family to help achieve its goal of innovating healthcare worldwide.

The Benefits:

- 25 days paid holiday plus bank holidays
- Private medical insurance
- Subsidised health checks
- Annual optical allowance
- Pension scheme
- Bonus scheme
- Hybrid working
- Employee Assistance Programme (EAP)
- Rewards app
- Referral bonus
- Charity days
- Home office setup allowance
- Social events
- Well-being warriors
- Well-being garden and room
- Cycle to work scheme
- Employee awards
- Free on-site parking
- Training & development opportunities
- Free uniform
- Subsidised Celler8 device
- Subsidised kids club
- Time in service annual leave bonus
- Enhanced Maternity and Paternity Pay

Your Mission:

The Project Administrator provides administrative support to the Projects Team to help deliver key development projects on time, within budget, and aligned with project goals. This role focuses on organising resources, tracking progress, and keeping communication clear and efficient among all stakeholders. As a central point of contact, the Project Administrator ensures smooth coordination across departments and external partners, helping the team stay organised and on track throughout the project lifecycle.

Bedfont® Scientific Ltd.

Station Yard, Station Road, Harrietsham, Kent, ME17 1JA, England. Tel: +44(0)1622 851122 Fax: +44(0)1622 854860 Email: ask@bedfont.com

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Roles and Responsibilities:

- **Administrative Support & Project Plans:** Provide administrative support to the project team, assisting with project plans and ensuring the smooth running of projects.
- **Meeting Coordination & Minute-Taking:** Schedule and participate in project meetings, prepare agendas, take accurate minutes, distribute actions, and provide regular updates to stakeholders.
- **Project Deadlines & Reporting:** Monitor project deadlines, report progress to the Project Manager, and highlight any changes or risks.
- **Project Procedures & Governance:** Assist in developing project procedures and maintain project and technical file documentation to ensure proper governance.
- **Pre-Project Innovation Process:** Facilitate the early stages of project development by coordinating the innovation process.
- **QMS Documentation:** Assist with updating Quality Management System (QMS) documents to ensure they remain compliant, accurate, and accessible.
- **Document Template Management:** Maintain and update document templates, ensuring all technical file documents are current and meet procedural requirements.
- **Work Package Creation:** Help Project Managers create detailed work packages, outlining tasks, timelines, and resource needs. Ensure tasks are assigned and progress is tracked.
- **Kanban System Maintenance:** Assist in managing the department's Kanban system, keeping tasks prioritised and workflows updated to reflect project status.

In addition, employees may be required to undertake other duties as may reasonably be required of them. In these circumstances training will be given where it is considered.

Qualifications:

- A qualification in business administration, project management, or a related field is advantageous however full training will be given.
- Prior administrative or project support experience is highly desirable.
- Familiarity with project management processes or tools is advantageous (Monday.com, MS Projects).

Preferred skills:

- Strong organisational and time management skills, with the ability to handle multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Detail-oriented with strong problem-solving abilities.
- Team player with the ability to work collaboratively across departments.
- Basic understanding of project management principles and terminology.
- A proactive attitude with a willingness to learn and take on new tasks.
- Ability to work under supervision while managing independent responsibilities.
- Flexibility and adaptability to changing project priorities and demands.

Bedfont[®] Scientific Ltd. does not and will not discriminate in the recruitment or managing of staff on the basis of race, colour, religion, gender, age, disability, marital status, sexual orientation and more. We are an equal opportunity employer and Bedfont[®] regards every employee as a member of the Bedfont[®] family and is committed to providing a fair, safe, diverse and welcoming atmosphere. Our application process has been designed so that everyone is able to demonstrate their skills and how they meet the criteria required for the job advertised. All successful candidates will be subject to a digital ID and DBS

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check. If you are interested in applying for this role, please visit <https://www.bedfont.com/careers> to apply.



Our family, innovating health, for yours.

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