



Connected systems,  
for connected journeys.  
[www.journeo.com](http://www.journeo.com)

# Project Administrator

## Job description



Journeo

## Delivering connected journeys

Journeo is a pioneering technology group that helps the transport community deliver services with confidence, providing end-to-end solutions that connect millions of journeys, in real-time, every day.

We install, integrate and maintain market-leading technology and infrastructure systems, manufactured by ourselves and our trusted partners, to deliver smarter, safer and more sustainable transport services.

Built on real-world experience and developed in partnership with customers, Journeo's solutions combine the latest systems, cloud software and end-to-end support to deliver the technology behind future transport services.

We are constantly developing and innovating solutions to support our customers' legacy systems, current technologies and future plans, giving their passengers the peace of mind to choose public transport.



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## Overview

<b>Job title:</b>	<b>Project Administrator</b>
<b>Department:</b>	Projects
<b>Responsible to:</b>	Group Projects Manager
<b>Responsible for:</b>	Project support
<b>Location:</b>	Hybrid – Ashby-de-la-Zouch office/Home-working
<b>Contract:</b>	Permanent/40 hours per week

Journeo is currently seeking an efficient administrator to join our Projects Team, looking after projects related to passenger signage and vehicle fleet installations. This role is hybrid, based between home and our Ashby-de-la-Zouch office, and the successful candidate will assist the Projects Team to deliver a range of new and exciting installation projects across the country.

The role is ideally suited as an entry level job for someone keen to progress into project management roles.

This is a key role where the successful individual will support the management of designated projects to deliver agreed objectives including revenue, scheduling and deliverables. This includes coordinating the efforts of team members and third-party contractors to deliver projects according to plan. In conjunction with the Project Manager, the Project Administrator will also assist with agreeing the project's scope and objectives, and oversee quality control throughout.

Journeo project management requires dynamic, committed, and resourceful individuals who enjoy demanding, fast-paced environments which require effective prioritisation, excellent time management and multi-tasking skills.

## What we're looking for?

- Excellent IT skills and proficient user of MS Office suite
- Strong written and verbal communication skills
- Highly efficient, organised with excellent problem-solving skills
- A flexible approach and reliable
- Ability to work quickly and accurately
- Approachable with great interpersonal skills with the ability to liaise at all levels in a professional manner
- Ability to use initiative and work unsupervised

## What's in it for you?

We'll offer you a competitive salary of between £20,000 and £25,000 per annum, 25 days holiday, pension scheme, company laptop and mobile phone, along with all of the training you need to be able to succeed in the role.

Here you'll find true support and encouragement. A personal development plan and a transparent career pathway puts you in the driving seat and you'll be supported as far as you want to go.

We encourage and value different ideas, perspectives, and styles of thinking. We need a mix of experiences and skills to develop the most innovative ideas. We respect one another and recognise the potential and contribution of everyone. You'll be joining a diverse community and a company that puts its people first and prioritises their wellbeing.



## What happens next?

If this opportunity suits your career journey, we'd love to hear from you. All applications will be considered, and if you'd like to discuss the role in more detail, please contact [careers@journeo.com](mailto:careers@journeo.com).

Ready to apply? Send your CV and covering letter to [careers@journeo.com](mailto:careers@journeo.com). If we feel you are a good match, we will be in touch to arrange a competency-based interview.