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| **Job Title:** | Project Assistant |
| **Job Reference:** |  |
| **Location:** | Culham Science Centre, Abingdon Oxfordshire OX14 3DB |
| **Reports to:** | Operations Director |
| **Related Disciplines:** | Environmental and Project Management |

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| **Croft Associates** |
| Croft Associates Ltd provides a wide array of packages for the safe storage, transportation and disposal of radioactive material.  We are a successful SME with over 40 years’ experience in the nuclear industry, presently based in Culham, Oxfordshire.  Our core competencies include prototype design development, design, analysis, prototype testing and substantiation, manufacture and licensing. |
| **Role Description** |
| Croft employs people from a range of engineering and scientific disciplines and an exciting opportunity has arisen for a Graduate to join our Technical Team as a Project Assistant.  The Project Assistant will be involved in assisting in the day-to-day management of a portfolio of projects and the development of the associated Project Controls and Environmental Management Systems.  The position will provide significant opportunity for development within the role.  **Duties and Responsibilities:**   * Assist with the development of proposals and tender submissions, including preparing project budgets and schedules, liaising with technical staff and ensuring all proposals are submitted within the respective deadlines * Development and streamlining of systems and processes for Project Controls, including:   + Optimizing Project Quality Plan   + Enhancing project filing structures   + Developing project management tools   + Integration of project reporting within the accounts system * Implementation of stock control systems and procedures which integrate with accounting software * Enhancing quality procedures and processes * Enhancing document delivery formats and templates * Environmental compliance and management, including developing processes and underpinning assessment of the embodied carbon associated with manufacture of Croft packagings * Establishing KPIs for our Environmental Management System and to undertake performance monitoring * To develop a Carbon Reduction Plan (CRP) in support of the Governments Net Zero target for 2050 |
| **Qualifications and Experience** |
| The ideal candidate will be a recent graduate with knowledge and experience in environmental compliance and management. Applicants should hold a relevant 2:1 degree, ideally with environmental experience or a background in earth sciences. |
| **Key Competencies** |
| * Excellent communication skills, both written and verbal. * Good eye for detail and the ability to follow through tasks * Comfortable within a changing and developing environment * Strong organisational and time management skills with ability to prioritise and multi-task * Able to work under pressure with accuracy and focus * PC literate and proficient with MS Word, Excel, Access and PowerPoint * Knowledge of ISO 14001 (desirable but not essential) |
| **Other Requirements** |
| * Full UK driving licence (desirable but not essential) * Formal permission to work in the UK * You will be required to undergo security vetting, including criminal records checks * Must be able to produce copies of certificates for qualifications |
| **Terms and Conditions** |
| * The individual will be based at Croft Associates, F4 Culham Science Centre, Abingdon, Oxfordshire, OX14 3DB * The role is permanent employment * Salary TBA * Discretionary bonus up to 10% pa * 25 days holiday pa with discretionary additional holiday through office closure at Christmas (plus English public holidays recognised by the Company) * Defined contribution pension scheme (match of 5% after 3 months employment) * Medical history disregarded private health cover for employee and family, provided after 6 months probationary period and becoming an established employee * Life and critical illness cover |