



Project administrator, 3 month contract, Central London

About us

Wallacespace provide rooms for workshops, meetings, training and events. Our spaces are bright, energising and inspiring.

Delighting our clients with our can-do attitude and proactive service is what we do in our venues and everyone who works with us shares this objective; our whole being is client centric.

We are looking for a highly motivated, detail orientated self-starter to administrate a project for a 3-month period, beginning end of November.

About the role

Opening a new building for off-site meetings requires an extraordinary amount of furniture, equipment, stationery, soft furnishings, beautiful things and general stuff. It also requires a lot of people to be on time, in the right place at the right time. We need a master of organisation and record keeper extraordinaire to help us administrate our latest building opening.

This role will include:

- Placing orders as directed by our facilities and marketing teams.
- Reconciling all money spent and helping us monitor budgets.
- Working with our fit out team to coordinate deliveries to arrive on the right day.
- Booking in teams of people to help us move in and unpack.
- Helping research options for new stock for the building.
- Various other ad hoc tasks, all designed to assist in the smooth running and efficient administration of this project.

About you

- Efficiency and a good eye for detail are essential in this role.
- You are proficient with Microsoft Outlook, Excel and Word.
- You will be able to hit the ground running, asking questions where necessary in order to set up an effective system to keep records.
- You are a self-starter with bags of personal energy and a 'can do' attitude.
- You will be a master of time management, enabling you to juggle a number of different tasks efficiently and to a high standard.
- You have common sense and a willingness to roll your sleeves up and get stuck into a job.

In addition to some great day to day benefits you will also receive

- £25,000 PA pro rata
- 28 days holiday pro rata (incl bank hols).
- Life assurance
- Access to our company pension scheme
- Lunch! Who said there's no such thing as a free lunch? At wallacespace, our food is designed to keep our clients energised and feeling inspired all day, so of course we offer this benefit to our teams as well.

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.