



Projects Administrator

‘Always Growing, Leading Right, Never Boring’

Who We are:

The ASSA ABLOY Group is the global leader in access solutions. The Group operates worldwide with 48,500 employees and sales of SEK 84 billion. The Group has leading positions in areas such as efficient door openings, trusted identities, and entrance automation. ASSA ABLOY's innovations enable safe, secure, and convenient access to physical and digital places. Every day, we help billions of people experience a more open world. In 2018, ASSA ABLOY was for the fourth time listed by Forbes Magazine as one of the world's 100 most innovative companies.

ASSA ABLOY Global Solutions reimagine how people move through their world, whether that world is a cruise ship, education, hotel, or elderly care facility. Our expertise in customer journey mapping, innovation, and service design leads to the invention of new solutions that create value for our clients and exceptional experiences for their end users.

What you would do:

At ASSA ABLOY Global Solutions, our strength is the efficiency with which we deliver leading-edge products and support to those we serve. We are proud to set the standard for success in our industry. We are looking for a strong, talented individual to support our Finance team with the requirements for an Accounts Receivable Team Leader.

The Accounts Payable Team Leader will be based in our Reading office and will report to the Finance Controller, for ASSA ABLOY Global Solutions UK Ltd.

Position summary

Our strength is the efficiency with which we deliver leading-edge products and support to those we serve. We are proud to set the standard for success in our industry. We are looking for a strong, talented individual to support our Projects Department with the requirements for a Project Administrator.



In this position, you will assist and support with administrative tasks including, raising project invoices, and maintaining project information in our CRM systems folders.

1) General Objective / Responsibilities

- Assist in commissioning of projects – set up and IT information gathering.
- Arranging dispatch of local shipments for all departments
- Track and chase shipment deliveries across all departments, raising complaints where necessary.
- Other ad-hoc duties requested by the company.

2) Main Duties of Job

- Place orders on suppliers
- Provide support and information to Sales Team
- Liaise with customer and other interested parties on queries & progress of project.
- Ensure that Installation Schedule is regularly updated with any required information.
- Maintain and update CRM database with all interested companies and contacts for project.
- Ensure that Project File is created and updated with all information relating to project.
- Track all daily incoming work sheets and chase subcontractors if not received.
- Monitor progress of installation & report to Projects Manager for invoicing purposes
- Monitor progress of all installations & invoice in part or whole as soon as possible
- Check & record all invoices from installation sub-contractors & other suppliers as necessary.
- Chase late payments and ensure project is not commissioned if payment in full is not received.
- Ability and willingness to learn and cover for other staff members in the team, during holidays or absence.
- Ability to prioritise workload according to importance and urgency.
- Any other ad hoc duties requested and associated, with the projects team and other departments.

3) Requirements

- English language certification
- willingness to learn and interact with a team in a busy environment.
- Competence in MS Word, Excel & Outlook
- Desired but not essential - Competence in CRM & SAP systems
- Ability to deal with difficult & demanding customers.



- Knowledge retention
- Organised
- Self-motivated
- Operating a computer keyboard
- Occasional lifting of items or packages up to 10Kg
- A commitment to adhere to the highest ethics and comply fully with ASSA ABLOY's Code of Conduct

"We look for passionate people to join our team".

Summary of benefits

- 25 paid holidays a year plus bank holiday's, increasing to 28 following 5 years of service.
- Ex-gratia day for Christmas Eve
- Pension; 5% employee & 5% employer. Auto-enrolment.
- Life assurance 3 x basic salary
- Access to an online benefits portal
- ASSA ABLOY Family Brand Discount (Yale)
- Bi-annual discretionary bonus
- Access to Employee Care scheme
- Private Medical healthcare including dental care.
- Income Protection

Why ASSA ABLOY

Working for ASSA ABLOY means that you will be part of a dynamic environment, developing innovative solutions to improve our customers' lives. Joining ASSA ABLOY, the global leader in access solutions, means being part of a fast-moving company with many opportunities.

We offer competitive wage, pension and insurance schemes and a pleasant and cooperative working environment in modern localities.

Would you like to join us in opening doors to the future?