



Glanua



#JOB-2444440



Ludlow SY8, Reading RG7, United Kingdom,



No of positions : 1



Paid Position



39 hours per week



Negotiable



23/04/2026



21/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



Open your camera app & point here to view this ad online



Construction - Project Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Marches Biogas is preparing to launch the Joblogic system across its operations, and we are seeking a proactive, organised Administrator to support the team through this implementation phase. This role is ideal for someone who enjoys bringing structure to complex information, working closely with technical and operational teams, and ensuring data is accurate, complete, and ready for system go-live.

Once the system has been launched the individual will act as a key point of contact for internal teams and external stakeholders, ensuring smooth coordination of project activities, and comprehensive documentation management.

This role requires strong organisational skills, attention to detail, and the ability to manage competing priorities in a fast paced environment.

Key Areas of Responsibility

Data Collection:

Gather, organise, and validate operational data required for JobLogic setup (assets, sites, maintenance schedules, job types, client details etc).

Work with Team Managers, office staff, and engineers to ensure all information is complete, up-to-date, and aligned with JobLogic requirements.

Clean and format existing records to ensure consistency and accuracy before migration.

System Readiness & Coordination:

Assist in mapping current processes to JobLogic workflows.

Prepare documentation, spreadsheets, and reference materials needed for system configuration.

Track Progress against implementation milestones and flag gaps or missing information.

Team Support & Communication:

Liaise with the Marches Biogas team to gather input, clarify details, and chase outstanding information.

Provide administrative support during testing and rollout phases.

Help create simple guides or checklists for internal users as needed.

Quality Assurance:

Conduct basic checks on imported data to ensure accuracy.

Identify inconsistencies or errors and work with relevant team members to resolve them.

Maintain clear records of changes, updates, and outstanding tasks.

Skills and Experience:

Strong administrative background with excellent organisational skills.

Confident working with spreadsheets, databases, and digital systems.

High attention to detail and ability to manage multiple information streams.

Clear communicator who can work with both office and field-based staff.

Experience with JobLogic or similar job management systems (beneficial but not essential)

Comfortable working independently and taking ownership of tasks.

Desirable:

Previous experience supporting engineering or capital project teams in a regulated environment (e.g., water/wastewater, utilities).

Familiarity with industry-specific documentation such as ITPs, RAMS, and project drawings.

Basic understanding of health and safety practices in construction or industrial environments.

Experience with facilities management and office contract coordination.

- **Sector:** construction

Career Level

- Not Required