



THE ROLE AND WHAT TO EXPECT

To support the project analyst in administering, maintaining and analysing the group management information reports suite, supporting with monthly management reports, quality control of all financial documents and reports, problem solving and maintenance of company reports and systems and other duties as required.

WHAT YOU WILL NEED TO SUCCEED

- Excellent communication skills, particularly able to write in an engaging manner to suit a variety of audiences
- Ability to process and interpret complex information
- Strong prioritisation skills and ability to manage own workload
- Ability to work flexibly
- Team player
- Ability to negotiate
- Excellent accuracy
- Good Knowledge of Excel

ABOUT YOU

- Ability to make decisions and use own initiative
- Creative, comes up with ideas
- Prepared to learn new skills
- Self-motivated
- Well organised and capable to work to strict deadlines

ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions.

Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

WHY WORK FOR US

Whether you work at our flagship head office, at one of our 11 regional offices, or at one of our client residencies, a job at adi is fast-paced and promises variety, progression and opportunity.

We are dedicated to creating a winning team with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: www.adiltd.co.uk

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.