



Job specification: Projects & Operations Assistant

Who We Are	
<p>IPM are a small but ambitious team positioned mainly in the construction sector, united by commitment to excellence and delivering results that make a difference.</p> <p>Innovation, collaboration, and getting things done are at the heart of everything we do. We are more than just a company – we are a purpose-driven team who work hard and push boundaries, and we want you to be part of that journey.</p>	
Purpose	
<p>We are seeking a proactive, motivated, and detail-oriented Projects & Operations Assistant to join our thriving team at IPM.</p> <p>This role is central to ensuring the smooth running of our projects and daily business operations.</p> <p>You'll play a pivotal role in supporting our team in delivering high-quality projects, driving operational efficiency, and creating real impact for our clients.</p>	
About The Role	
<p>As a Projects & Operations Assistant, this isn't just a job – it's an opportunity to shape how we work and deliver on our promises to clients. You'll be at the heart of our operations, ensuring that projects are tracked, organised, and executed efficiently while supporting the day-to-day running of the business. You will be the go-to person for keeping things on track, improving processes, and ensuring effective communication.</p>	
What You'll Be Doing	What We're Looking For
<p>Supporting Projects: You'll help organise, track and support the team across multiple projects. Think agendas, minutes and communications and making sure no detail is missed.</p> <p>Streamlining Operations: From coordinating meetings to improving processes, you'll make our day to day operations more efficient and effective.</p> <p>Driving Impact: Whether its connecting with client and stakeholders, preparing reports or solving problems as they arise, your work will directly influence in our success.</p>	<ul style="list-style-type: none"> - Proficiency in MS Office 365 (Word, Excel, PowerPoint). - Previous experience in an administrative or junior project role is beneficial. - Basic understanding of accounts management and financial processes. - Strong organisational and multitasking skills, with a keen eye for detail. - Ability to work independently as well as collaborate effectively within a team. - Excellent problem-solving skills and the ability to raise and address significant issues. - Strong communication, presentation, and customer service skills. - Ability to work under pressure and prioritise tasks to meet deadlines.



	<ul style="list-style-type: none"> - A proactive attitude and willingness to learn, continuously improving services and operations. - Familiarity with social media platforms and basic content creation is beneficial. - Eagerness to pursue further relevant training and professional development.
Why Join Us	
<p>At IPM, we offer careers. This is a workplace where your ideas will be valued, your potential will be nurtured, and your impact will be felt.</p> <p>Here's what you'll get:</p> <ul style="list-style-type: none"> • A chance to grow with a company that's shaping its industry. • An environment where innovation and collaboration are celebrated. • Opportunities for career progression and development. • A salary package, including private medical insurance and discretionary bonus scheme, based on experience. • An average of 40 hours a week, over a 5-day workweek. 	
How to Apply	
<p>We want to hear from you – your story, your experience, and why this role excites you. Send us your CV and a short note about why you're the perfect fit.</p> <p>Team IPM.</p>	