

Project Assistant
recruitment pack

mjmedical

Contents

Why work for MJ Medical?	2
About the role	5
About you	6
Person specification	6
Job description	7
Application process	8

Why work for MJ Medical?

Are you looking to build a career working on some of the world’s most complex and impactful design and construction projects—projects that significantly enhance healthcare services in the communities they serve?

At MJ Medical, you’ll join a dedicated team that specifies, designs, and equips hospitals and healthcare facilities across the globe. Our work directly contributes to improving health outcomes and supporting communities worldwide.

We believe that delivering exceptional results for our clients starts with investing in our people. That’s why we place a strong emphasis on training, knowledge sharing, and continuous professional development. We ensure every team member has the skills and support they need to thrive.

Our workplace culture is built on trust, support, and enjoyment. We encourage open feedback, honest appraisal, and a collaborative spirit that helps everyone grow. We’re committed to fair remuneration, safe and high-quality working conditions, and long-term career development opportunities. We also champion a healthy work-life balance, empowering our team to contribute fully to their families and communities—and to thrive in every aspect of their lives.

MJ Medical is a leading healthcare planning and design consultancy.



75 35 400

Countries

Established for over 35 years, we are based in Cornwall but have offices around the UK. We are a leader in our field and work on all types of healthcare projects, from large world renowned hospitals like London's Great Ormond Street Children's Hospital, to small rural health clinics in Uganda. We are a forward thinking and dynamic family business with a focus on the welfare and happiness of our team. Our overriding aim is to provide an excellent quality of output to our clients and the communities they serve. We do this by providing our team with all the support and resources they need to be effective and feel valued. We place a premium on work/life balance, and invest significantly in training and skills development.

We are proud of what we have achieved over the last 35 years, and are looking for people to join us who want a career that makes a real impact on people's lives. If you are hard-working and motivated by a challenge, thrive in a flat management structure where everyone is able to air their views, and enjoy a light-hearted but dedicated team culture, then we might be the right fit for you. Working at MJ Medical comes with the following attributes:

- A career working on healthcare design and construction projects around the UK and World
- The opportunity to have a professional career with structured development and nationally competitive salary levels, with the option to be based in Cornwall, one of the most beautiful parts of the country with an exceptional work-life balance
- A clear annual training and development plan, co-developed between team-member and their manager, along with generous associated individual budget

Years' experience

Healthcare projects

- A well-structured and transparent performance evaluation and remuneration system
- Profit share scheme
- Flexible working hours as standard
- Flexible work from home and from office arrangements
- Accrual of additional annual leave entitlement with each year served and additional one off allowance after 10 and 20 years of service
- A strong, enjoyable and light-hearted team culture
- A flat management structure where team members are encouraged to express their views
- Regular whole company and team social events
- Free Monday team lunch
- Support for, and contribution to, charity raising efforts and participation in community organisations
- Contribute to a structured and funded research and development programme
- A 'family first' attitude to long-term and last minute working arrangements
- Private health insurance
- Salary sacrifice electric car leasing scheme

Why work for MJ Medical?



"MJ Medical has an amazing company culture. I love the variety, the openness to innovation, the support received from management, and the tight-knit structure of our team. I feel privileged to work for a company helping to shape healthcare services and infrastructure for our future generations"

Rose Jago, Consultant

"I started with the company as an ICT graduate, developing a bespoke hospital planning system, over 25 years ago. I am now a Masters qualified Principal Consultant and Company Director; there is no-limit to where you can go at MJ Medical"

Dan Gibson, Director



"The company has always provided me support through the development of my career, and support in my family and home life too. It's a great place to work."

Andrew Bertram, Associate Director

"The company has a fantastic culture, striking the right balance between providing excellent outputs and investment in the team. This includes training and internal knowledge transfer, and lots of gatherings to bring us all together both in and out of work."

Debbie Cortes, Finance Manager



About the role

Job title: Project Assistant

Salary: £23,809 – £32,237

Department: Service Delivery Department

Location: Truro, Cornwall

Summary:

As a key member of the integrated Service Delivery team, you will play a vital role in supporting and coordinating the delivery of project outputs in collaboration with our consultancy and design teams. Your responsibilities will include assisting in the preparation of project programmes to ensure timely delivery, tracking project risks developing of mitigation strategies, and supporting the management of project budgets. You will also support the teams in client reporting to ensure stakeholders are kept informed of project progress.

You will be instrumental in upholding internal quality control standards and will be encouraged to identify and suggest improvements that enhance efficiency and maintain high levels of client satisfaction.

In this role, you will take the lead in updating and maintaining project reports and timesheets within our project management software. Working closely with the Commercial Manager and Finance Department, you will help ensure that evolving project costs are accurately reflected in broader financial planning.

Together with your line manager, you will develop a tailored training plan to support your professional growth and success in the role. The role has the potential to be the first step in a long and rewarding career for ambitious candidates. You will also have the opportunity to contribute to MJ Medical’s research and development initiatives, helping to keep the company at the forefront of healthcare planning and design.



About you

Candidates for this entry level position should have a keen eye for detail and the ability to work with team members at all levels of the company ensuring high quality outputs can be delivered to tight deadlines, some experience of working on multiple projects at once would be an advantage but not essential.

You should be committed to continual professional development and be able to develop sophisticated problem solving skills to overcome barriers. You should be committed to delivering the very best output you possibly can, and not be prepared to settle for anything less.



Person specification

Selection criteria	Essential	Desirable	Assessment format
Skills IT literate Attention to detail and accurate proof reading skills Ability to develop effective professional relationships with a wide range of clients and peers Excellent communication - written, oral and presentation Organisation and planning Basic understanding of project management principles and administrative practices	✓ ✓ ✓ ✓ ✓ ✓		CV CV Interview CV & interview Interview CV & Interview
Behaviours Commitment to continual professional development Commitment to equal opportunities Positive ‘can do’ attitude Commitment to excellence Highly organised Team player Embraces challenges	✓ ✓ ✓ ✓ ✓ ✓ ✓		Interview Interview Interview Interview Interview Interview Interview
Knowledge/qualifications A-levels or equivalent	✓		CV
Experience Dealing with clients and peers in a professional manner Experience working in project based environments Experience working in construction sector Experience working in healthcare sector	✓	✓ ✓ ✓	Interview CV CV CV
Other factors Prepared to work away from home when required	✓		Interview

Job description

Job title: Project Administrator
Department: Service Delivery Department
Grade: C
Reporting to: PMO Lead

Summary of duties, skills & approach:

- Provide administrative support for the planning, coordination, and delivery of consultancy and design projects.
- Prepare integrated programmes, and project documentation for approval by project leads and the commercial manager.
- Supporting the project delivery teams, record and track project risks, issues and opportunities.
- Coordinate with internal teams to ensure timely delivery of project tasks and milestones.
- Maintain effective communication with clients and stakeholders regarding project documentation.
- Organise and schedule project management meetings, including the updating of programmes, risks and issues and lessons learnt log and resource allocations and reporting on internal project KPI’s, as directed by project leads or the commercial manager.
- Attend project specific meetings and provide administrative support.
- In collaboration with the commercial manager, finance team and project leads, incorporate variable costs into project budgets and liaise with associates in all issues related to their timesheets and costs, in compliance with letters of assignment
- Update and maintain CMAP reports and timesheet management for all project resources
- Prepare draft project progress reports for each project, including programme, risks and issues and narrative

- Lead the document control processes required for projects including the indexing and management of project outputs, using document controls systems, such as SharePoint, ACC, Trimble Viewpoint, Aconex and similar
- Assist in the identification of quality improvements and efficiencies in project management and technical processes, tools and techniques
- Contribute to the continuous improvement of project administration processes and tools.
- Provide general administrative support across Service Delivery team as needed
- Undertake training and development in line with personal requirements as identified between you and your Department/Team Leader
- Undertake any other duties as assigned by your Department/Team Leader in support of work of any department in Company

Key skills

- Strong organisational and coordination abilities.
- Clear and professional communication skills.
- Attention to detail and ability to manage multiple tasks.
- Familiarity with project management tools and administrative practices.
- Basic understanding of project management principles.

General approach to role

- Adhere to the company’s behavioural standards as outlined in the Team Handbook.
- Engage in company social and community initiatives.
- Commit to ongoing personal and professional development.
- Contribute ideas for improving administrative efficiency and project delivery.

Application process

If you are interested in applying for this position please email an up-to-date C.V., along with a covering letter outlining why you are suitable and highlighting any relevant experience or projects you have worked on to applications@mjmedical.com. Please include the reference PA-11/25 in the subject field.

Following a preliminary assessment, short-listed candidates will be invited to interview. Successful candidates from this stage will be invited to a final interview, after which offers will be made to selected candidates and feedback provided to unsuccessful candidates on request.

Successful candidates should have the right to work in the UK from the start of their employment.

For further information about this position, please contact Nicola Chandler on

e-mail: nicola.chandler@mjmedical.com

tel: 01872226790



mjmedical

mjmedical.com