**[PWI Registration Executive](https://www.thepwi.org/your-career/grow-with-us/jobs-board/)**

**Closing date:**24 March

**Apply here:**[profeng@thepwi.org](mailto:profeng@thepwi.org)

**Hours:**Full-time (core working hours 10:00-15:00)

**Location:**Remote with some UK travel

**Salary:**£20k – £24k (dependent on skills and experience)

The PWI is the professional institution for rail infrastructure engineering, licensed by the Engineering Council. Working closely with organisations from across the industry, including Network Rail, Transport for London, HS2 and Transport for Wales, we provide a range of services to develop the knowledge and competence of all those working in the UK rail industry. Our members, both individual and corporate, benefit from our specialist training courses, our routes to professional registration, the technical meetings and seminars we host, our vast suite of learning resources and being part of a unique knowledge community.

The PWI is growing, and we are looking for an individual to join our Registration team to help support our members achieve the professional recognition they deserve. The Registration Executive will be responsible for providing administrative and general support to the Registration Manager for all professional registration activities. The successful candidate will work closely with our volunteer base and also provide general support to the wider executive team on an ad-hoc basis.

The successful candidate will have:

* very strong literacy skills. A’ Level English or equivalent, and GCSE Maths. Degree is desirable
* excellent organisational skills with clear attention to detail
* excellent people and team-working skills
* proven experience of customer service and relationship management
* a proactive, can-do approach
* the ability to self-manage and work autonomously from home, with the flexibility to travel within the UK and attend meetings and events when required
* good knowledge and experience of Microsoft Office 365 & Adobe Acrobat.

An understanding of the professional registration process and prior work experience of the rail and / or engineering sector is desirable, but not essential. Full training and support will be given.

To apply, please submit a letter of application and CV to [profeng@thepwi.org](mailto:profeng@thepwi.org)

Closing date: Thursday 24 March 2022