

Job Description: Administrator

Location: Office Based

Responsible to: Finance Director

- Provide administrative support to the Directors, Estimators, and Departmental Managers for all documents and correspondence, including audio and touch typing.
- Day to day administrative duties as required by above, including document management, responding to queries, requesting information, carrying out research and other ad-hoc duties as directed.
- To maintain accurate electronic drawing registers for projects, issuing and distributing as required to the supply chain, site and office personnel. Secure upload to cloud based share file system.
- Maintain, administrate and advise on all corporate based marketing media, including social media platforms, Web based advertising and corporate literature. Actively use innovation to promote the company's activities.
- Consolidate and produce documentation to support Project Completion.
- Develop and maintain customer relations. Be the initial point of contact for the Company. Ensuring visitor processes are followed, and external calls are dealt with effectively.
- Take business enquiries, maintain tender register, advise appropriate commercial managers and follow up ensuring enquiries are dealt with in a timely and efficient manner.
- Follow ISO processes and promote compliance.
- Responsible for monitoring and processing requests for clothing, stationery and consumables, distributing, maintaining stock, stock taking and procuring as required.
- To maintain, progress and generally develop the archiving of completed projects manually and electronically.

The ideal candidate will demonstrate a 'hands on' attitude to the role. Being an SME we seek someone who is versatile and willing to accept routine tasks as well as taking responsibility for administrative projects.

The role would suit someone who is happy working across the full spectrum of a company's activities. Relevant and advanced IT experience is highly desirable, as well as excellent communication and organisational skills. Training will be given as and when needs are identified. We welcome candidates who can demonstrate 2-3 years' experience in a similar role.