# **Job title:** Business Support Administrator

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| Main purpose |
| * Provide administrative support to our group managers, the technical teams and the wider company as required
* Support our office admin processes and procedures in a flexible and efficient manner
* Provide ad-hoc cover for the reception team
* Support other aspects of business administration as required.
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| Main duties |
| * Provide administrative support to our operational teams and central business functions.
* Organise travel arrangements (both UK and international) for colleagues and clients. Book hotels, flights, taxis and rental cars; arrange visas and produce travel packs.
* Arrange attendance at conferences and seminars, completion of online registrations and submitting presentations.
* Help with management of diaries if required. Take a pro-active approach and prioritise/arrange appointments.
* Help manage external commitments, liaising with relevant individuals at external organisations.
* Prioritise and deal appropriately with all communications. Draft responses, forward queries as appropriate, and ensure that all actions are promptly followed up.
* Process expense records for group mangers and their teams and ensure expenses are claimed/recorded in an efficient and timely manner.
* Reconcile credit card spend as required.
* Support Project Managers with project administration support (for example contract variation orders, invoicing, compliance checks and project closure notices)
* Support with printing, document signatures and project deliverables.
* Support with general office supplies and ensure the office environment is organised and efficient.
* Attend meetings as required and take minutes.

**Operational group support*** Arrange courier shipments
* A general understanding of the import / export rules and expectations
* Order general workwear/equipment/stationery and external publications as required.
* Support with purchase requisitions through the internal database.
* Support with preparation and induction of new starters.

**Additional tasks*** Open, process and distribute incoming mail and emails.
* Maintain accurate and up to date records to support accurate KPI reporting.
* Maintain accurate company registration records in external databases and portals.
* Work as a team to provide a central business support function to all parts of the business.
* Provide reception cover as required.
* General office duties to support the business functions.
* Any other duties to support business requirements.
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| Hours of work |
| Full time. 37 hours per week, Monday-Friday (part time working arrangements would be considered for the right applicant) |

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| Group | Operations Management |
| Reports to | Kerry Sawyer - Office and Business Support Manager |
| Date agreed | Aug 2024 |