# **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 |