

Business Unit Administrator

Scotland (Edinburgh or Glasgow)

Purpose of Job:

We are looking for a proactive, personable and thorough Business Unit Administrator to join our team in Scotland to support our Edinburgh and Glasgow offices as well as supporting the national business. You will support the team with all administration duties in relation to project and operational procedures within Scotland

Excellent attention to detail, communication and IT skills and the ability to prioritise is essential, along with demonstrable administration experience within a similar role. The chosen candidate will be responsible for file management, maintaining quality management systems and setting up documents to a high specification.

This role can be based in either Edinburgh or Glasgow although some travel will be expected across each of the offices.

Duties and Responsibilities:

- + Undertake typing and formatting of reports, specifications and other project documentation to support engineering staff and their project work
- + Preparation of presentation materials
- + Coordinate and arrange networking / marketing events
- + Liaise with marketing re staff CV's and project case studies
- + Assisting with the completion of bids / PQQs
- + Coordinate local induction for new starters
- + Management and coordination of business units training records and associated schedules including personal reviews
- + Assisting with meeting the requirements for ISO 9001, 14001, 45001 as part of our Integrated Management System (IMS)
- + Carry out Internal IMS (Quality Control) Audits
- + Archiving project documentation
- + General administration support including meeting organisation/attendance,
- + Managing and keeping business unit diary up-to-date in Microsoft Outlook
- + Creation of Project Folders on our IT filing system and information on Focalpoint Database
- + Assisting with the production of invoices to clients and debt management
- + Liaise with landlords and suppliers regarding office issues
- + Provide support for other business units on a national basis during times of annual leave or absence
- + Liaison with wider group support team including HR, Accounts, IMS and Marketing
- + Booking travel and accommodation for staff who travel for project work

This list is not exhaustive and we would expect the successful candidate to be willing to undertake ad hoc duties in supporting other members of the office when necessary.

Person Specification:

	Essential	Desirable
Knowledge	<p>Competent using Microsoft packages including; Word, Excel and PowerPoint, Outlook</p> <p>Ability to pick up new systems and processes quickly.</p> <p>Experience of operational management of a business unit and understanding of business administration functions, ideally in a building services field</p>	<p>A general understanding or appreciation of building services</p>
Skills	<p>Excellent communication skills and confidence to communicate at all levels of seniority, liaising with multiple business units.</p> <p>Excellent time management, the ability to manage multiple tasks and prioritise at busy times.</p> <p>High level of organisation and prioritisation skills with a keen eye for attention to detail</p> <p>Maintaining filing systems and accurate records</p> <p>High level of numeracy skills in order to manage invoicing processes including keeping overall records of project-by-project invoicing, raising invoices, issuing invoices and debtor management.</p>	<p>Experience of credit control requirements and debt management.</p>
Experience, qualifications and prospects	<p>Experience working in an administrative support role</p>	<p>Experience of quality control of a product, ideally in a building services environment</p> <p>Previous experience in a consultancy environment</p>
Attributes and Personal characteristics	<p>Personable and approachable</p> <p>Excellent team working and interpersonal skills</p> <p>Flexible and proactive approach to work</p> <p>A passion to build a career and progress within the business</p> <p>Willingness to take ownership of tasks and use initiative.</p>	<p>An interest in environmental sustainability</p>