

Business Unit Administrator

London

Purpose of Job:

We are looking for a proactive, personable and thorough Business Unit Administrator to join our team and assist in overseeing the project and operational administration for one of our Business Units in London. Excellent attention to detail, communication and IT skills are a must, as the chosen candidate will be responsible for preparing bid documents, maintaining quality management systems and setting up documents to a high specification.

We will provide full on-the-job training with opportunities for progression.

Duties and Responsibilities:

We are rigorous in our control of documents. You will assist in maintaining this approach and tasks will include:

- + Undertake formatting of reports, specifications and other project documentation for engineers.
- + Preparation of presentation materials.
- + Update staff CV's and project case studies.
- + Coordinate local induction for new starters.
- + Coordinate and arrange networking events.
- + Book travel and accommodation for the teams.
- + Management and coordination of business units training records and associated schedules including personal reviews.
- + Assisting with meeting the requirements for 9001, 14001, 45001 as part of our Integrated Management System.
- + Archiving project documentation.
- + General administration support including meeting organisation/attendance, minute taking, typing of notes.
- + Managing and keeping business unit diary up-to-date in Microsoft Outlook.
- + Assisting with the production of invoices to clients.
- + Assisting with the completion of bids and updating the marketing bid schedule centrally.
- + 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.

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.

Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training.
- + Familiarise and learn about sustainable low energy initiatives and to share this with other members of your team and wider within the Partnership.

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 with all levels of seniority.</p> <p>Excellent time management and the ability to manage multiple tasks and priorities at busy times.</p> <p>High level of organisation and prioritisation skills with a keen eye for attention to detail.</p> <p>Excellent numeracy and literacy skills.</p>	
Experience, qualifications and prospects	<p>Previous business administration experience, ideally in a relevant building services field.</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>Confident communicating with people of all levels of seniority.</p>	