

Job Specification

Job No	TTADM001
Business Unit	Transport/Energy
Job Title	Office Administrator
Grade	Senior Administrator
Reporting To	Business Unit Director
Permanent/Contract	Temporary (Maternity Cover)
Location (On/Off Client Site/Offshore)	Inchinnan
Start Date	ASAP
Salary/ Contract Rate	Competitive salary plus benefits
Job Description Summary (experience, education, skills, environment)	We require an experienced administrator to assist across business development, and support a busy operations department. The successful applicant will be required to work on their own initiative, have good organisational skills and be able to work under pressure with minimal supervision.

The main tasks include:

- Bid preparation for all outgoing tenders;
- Document preparation for existing contracts;
- HSEQ policy application;
- Travel arrangements;
- Diary maintenance;
- Meeting facilitation;
- Maintaining internal operational systems;
- General adhoc support as required;
- Reception Cover;
- Holiday Cover.

**Skills
(Essentials/Desirables)**

Essentials

- Keyboard skills 60-70 wpm;
- Excellent knowledge of Microsoft Office & Outlook;
- Excellent communication skills;
- Team player;
- Able to use own initiative;
- Able to prioritise workload;
- Attention to detail;
- Quality conscious;
- Flexible and Multi-tasker.

Desirables

- Previous experience of working within a formal quality accreditation ;
- Visio.

**Experience
(Industry/Hardware/Software)**

Previous experience in a similar role is essential.