



# Business Administrator

(apprenticeship opportunity)

We are seeking to employ a Business Administrator with the option to work through an apprenticeship scheme through a registered training provider.

## The Role

The purpose of the role is to support the effective and efficient running of the business operations ensuring consistency of document delivery and quality.

The function will work closely with project delivery teams, at all levels, across all offices, assisting engineering staff prepare technical documentation in line with our Business Management Procedures and quality standards, comprising but not limited to reports, specifications, document handling, registers, presentations and invoicing. The role will liaise with project management teams, Quality Manager, technical staff, Administrative/Support and engage with external client contacts where required.

## Your Responsibilities will include the following:

As an integral member of the Environmental Buildings Group, the Business Administrator will have a focused responsibility for the following primary tasks:

- Document production, reports, presentations, technical specifications
- Document handling
- Preparation of invoices
- Standards of quality and consistency of documents across the business

- Diary management and assistance with organising / booking meetings, both internal & external
- Coordinate team events

General administration tasks as required to support the business support team

## **We'd Like To Hear From You If You Have**

The successful candidate will have a good understanding / knowledge of:

- Demonstrable office administration experience
- Proficient user of Microsoft Office Suite
- Excellent communication skills with the ability to build effective working relationships
- Good attention to detail
- Excellent planning and organising capability
- Logical, ability to prioritise with good multitasking skills
- Work within high levels of confidentiality and diplomacy
- Able to think on your feet
- Comfortable working both in a team and independently
- Empathetic and understanding, but positive and able to support others
- Willing to help others, take on ad hoc tasks within the office

## **Interested?**

Please forward your CV along with a covering letter outlining your suitability for the role and your salary / package expectations to [careers@hilsonmoran.com](mailto:careers@hilsonmoran.com)