



# Business Administrator

(part time opportunity)

We are seeking to employ a Business Administrator for 3 days a week in our Farnborough office.

## 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 the Operational Buildings team, at all levels, working in line with our Business Management Procedures and quality standards, comprising but not limited to reports, specifications, document handling, and invoicing. The role will liaise with the Operational Buildings team, 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 Operational Buildings Group, the Business Administrator will have a focused responsibility for the following primary tasks:

- Preparation and issuing of invoices for the group including liaising with clients to obtain purchase orders
- Assisting with cashflow for the group including set up of instructions on our in-house workflow system
- Document production, reports, presentations, technical specifications
- Assisting with issuing invitation to tender documentation to contractors
- Uploading of information to client portals
- Support to the Co-Ordination Hub as required (In-house information centre)

- Helping to maintain 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)