**Add Energy Internal Role Profile**

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| Position Title: | Business Administration Support |
| Department: | Business Administration |
| Billable/Non-Billable: | Non-Billable |
| Normal Place of Work: | Aberdeen |
| Reporting to: | Operations Manager |
|  | JOB DESCRIPTION |
| Job Purpose: | To provide the efficient smooth operation of reception and office facilities. Support the HR, BD and other functions with Administration support.  Coordinate all HSE activities. |
| Key Responsibilities: | Reception Duties   * Shared reception duties - ensuring switchboard is manned at all times and calls and enquiries are dealt with in a prompt and efficient manner. * Meet and greet visitors to the office ensuring the correct security pass is issued and their point of contact is aware of their arrival * Meeting room diary management * Booking public transport where required * Managing the receipt and sending of all courier packages and post * Organising refreshments for meetings/training when required   HR Administration   |  | | --- | | * Recruitment Coordination. Organising Interviews with the relevant AE interview panel. Centrally storing all interview notes and CV's in accordance with GDPR. | | * Act as BrightHR co-ordinator and focal point. Ensure all new starts have profiles created, Leavers profiles are delimited, personal details are kept current and documents are saved in accordance with GDPR. | | * Assisting the HR Manager with the preparation of HR contractual documentation - ensuring copies are saved in the correct files in BrightHR. Documentation includes; New hire documents, termination letters & Limited Contractor Contracts * Managing the nominations for Recognition awards (including the quarterly Spotlight Award) * Organising induction of staff into Company healthcare scheme * Managing the purchase and issue of all IT equipment, Company email accounts and software permissions * Facilitating the Business Visa Process * Working alongside the HR Manager to identify process improvement projects and take the lead when appropriate. * Maintaining the Contractor expiry tracker (with the help of BrightHR), liaising with Operations and the relevant manager to extend and prepare the contracts when required * Coordinating the probationary period reviews (using BrightHR) liaising with Operations Support and the relevant Manager * Act as a focal point for Cammach to manage Cammach worker extensions liaising with Operations Support and the relevant manager. Ensure that worker listing is kept up to date * Assisting the HR Manager in keeping the company organigrams up to date * Assisting the HR Manager in keeping the HR Sharepoint page up to date and relevant, working alongside Document control * Communicating statutory holidays, ensuring they have been recorded correctly in BrightHR * Ensuring annually accrued holidays are added to employees BrightHR holiday balance once they hit their next year’s seniority * Organising and facilitating new start inductions | | * Maintaining a weekly tracker of new starts and leavers to report back to Op's | | * Preparation of employment references (e.g. Ex-employee, Mortgage etc) | | * Support HSE Coordinator with Employee DSE Assessments | | * Keeping directories up to date. This includes Reception Directory, Staff Listing and leavers, the office seating plan and the personnel listing for all locations |   Facilities Coordination   * Perform a daily facilities walk round (offices 32, 34 & 36) checking with people if they have any issues, checking for light bulbs out, trip hazards, broken furniture etc. * Ensuring all meeting rooms are kept clean and tidy on the days when the cleaners are not onsite (inc. white boards, bins and tables). Ensuring meeting room cupboards are kept well stocked. * Ensuring all key holders are aware of their responsibilities and who to contact in the case of an emergency * Ensuring all office repairs are dealt with in a timely manner and suppliers are chosen based on quality of work and best value for money. Preferred supplier list to be saved centrally and kept up to date * Ensuring the external grounds are well maintained, including gardens and carparks * Maintaining supplies of stationery and office equipment * Managing fruit supply * Managing cleaning company services and KPI's. Regular audits & cost control on cleaning supplies being ordered. * Ensuring Internal telephone directory is kept up to date. * Owner of the weekly facilities 'issues' list (both internal and external) and reporting back to Ops * Events Coordination - Assist departments/company with booking events (i.e. booking facilities, transport, requesting quotes, finalising numbers etc)   Business Development Administration   * Assisting the contracts and tenders advisor with Vendor/Supplier Registrations * Assisting with company awards applications * Coordinating the ISO audit (as well as other external audits) to ensure all stakeholders are aware of the requirements * Registering Sales in Accelo * Completing BD to Operations handover   Office Administration Support   * Minute Taking * Formatting of documents * Booking training when required * Managing business travel and accommodation. Keeping traveller profiles up to date * Petty cash control and reconciliation * Create fortnightly tracker for the leadership team, team leads and PM’s business trips and holidays * Facilitating the Business visa process   HSE Coordination   * Arranging PAT testing for electrical equipment and safety devices * Focal point for all HSE issues, Including ensuring all first aid boxes are fully stocked, the company meets the legal requirements for First Aider numbers (and first aiders are advertised), arranging the training of First Aiders and Defibrillator users and that the required signage is displayed. * Managing periodic Peninsula Business Safe Audits * Alongside HR Administrator, coordinate Occupational Health Assessments when required * Providing employee DSE Assessments * Booking medicals (i.e. for Offshore work) when required * Ordering PPE |
| Essential Knowledge, Experience & Skills | * Previous experience in managing a reception and switchboard facility * Ability to promote a positive image of the Company to the customer * Good working knowledge of using MS Office to competent level within an office environment in particular MS Word, Excel and Outlook * Ability to work on own with minimal supervision as well as in a team |
| Desirable knowledge, Experience & Skills | * Knowledge of Oil and Gas Company Operations * Previous HSE Experience |
|  | PERSON SPECIFICATION |
| Qualifications: | * Educated to GCSE level or higher |
| Work Experience: | * Minimum of 3 years office admin / reception experience |
| Personal Attributes & Abilities: | * Positive and friendly persona * Excellent verbal and written communication skills * Excellent time keeping * Good organisational skills * Timely / Accurate work output |
| Essential Behaviours & Competencies: | * Team Work * Results focused * Performance Management * Adaptability * Independence * Self-Development |

Signed:………………………………………………………………………….. Date:……………………………………………