**Add Energy Internal Role Profile**

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| Position Title: | Operations Administrator |
| Department: | Operations Support |
| Billable/Non-Billable: | Billable |
| Normal Place of Work: | Aberdeen |
| Reporting to: | Operations Support Team Lead |
|  | JOB DESCRIPTION |
| Job Purpose: | To support the operations department in the coordination and resourcing of projects. To provide administrative resource to ongoing projects. |
| Key Responsibilities: | * Minute taking during meetings * General admin duties including creating/formatting/ organising of reports and paper work * Liaising with Operations Manager to ensure proper personnel are assigned, project documentation is in place, and meet clients’ service expectations. * Coordinate and plan projects with other AE Departments and AE offices and assist with coordination of resource assignments, and logistical arrangements as required ensuring their smooth, professional and timely execution in line with the assigned budget, scope and time-planning. * Assist with input for the compilation of regular utilization reports for the management team and participate in business planning activities. * Support AE Management with the development of Operations Procedures, Guidelines, Work instructions and Templates. * Coordination of travel requirements * Support time writing software |
| Essential Knowledge, Experience & Skills | * Demonstrated knowledge and experience with Microsoft Office including Excel and Word * The ability to work under pressure in an environment which expects the highest level of customer service and confidentiality |
| Desirable knowledge, Experience & Skills | * Experience with resolving conflicts and manage relationships * Operational coordination experience |
|  | PERSON SPECIFICATION |
| Qualifications: | * Highers or equivalent |
| Work Experience: | * 2-5 years experience within an office environment * Experience in a similar role would be preferred |
| Personal Attributes & Abilities: | * Ability to work pro-actively under own initiative with minimum supervision * Ability to prioritise workload * Excellent communication skills |
| Essential Behaviours & Competencies: | * Team Work * Results Focussed * Performance Management * Adaptability * Self Development * Independence |

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