

## Business Support Administrator

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Company: Project Start Recruitment Solutions

Location: Bristol

Category: architecture-and-engineering

We are a successful, and growing, International business looking for a proactive, self-motivated administrator with an enthusiasm to learn and develop within a Management/Business support role.

Reporting to the Business Manager, the primary purpose of the role is to provide administrative and general support to the business.

(Office based role in Avonmouth. 9-5 Mon-Fri)

### KEY TASKS

Providing administrative and general support primarily to the Management Team and Environmental, Health & Safety Dept

Preparing reports, letters & other documentation

Carrying out research & collating data

Maintaining databases, spreadsheets, filing systems and other records

Acting as notetaker for meetings, producing accurate, professional records

Purchasing, including by credit card, bank payment request & purchase order

Franking mail, sending parcels & putting away orders as necessary

Recording & reconciling credit card transactions

Scanning, filing (electronic & hard copy) & issuing documentation as appropriate

Arranging meetings and training sessions, setting up rooms, preparing refreshments, welcoming visitors

Administration of EHS records, such as training certificates, vehicle documentation

May be required to complete other business activities on behalf of the company from time to time in line with identified skills, competencies and experience

## REQUIREMENTS

Strict confidentiality

Exceptional organisational skills with very high attention to detail

Ability to multi-task, anticipate and respond effectively to changing priorities

Flexible, conscientious attitude to work

High standard of written & verbal communication, with a confident & professional phone manner

Strong interpersonal skills

Ability to remain calm, focused & productive in a fast-paced working environment

Comfortable working autonomously

IT literate, with a strong working knowledge of Microsoft Excel, Word & Outlook

So if you have a strong admin/PA background and are looking for a new role in a dynamic and welcoming company then please send your cv through now.

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