

## Company Administrator

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Company: Imagine The Future Consulting Ltd

Location: United Kingdom

Category: other-general

**Company Administrator** About us Imagine The Future Consulting Ltd (ITF) was started by Mark Sathyaseelan, established in 2007; is a fast growing, dynamic and developing commissioning engineering consultancy. The last 4 years have seen exponential growth and we are now looking at building on the experiences and success we have had. We still consider ourselves as a start-up and have a start-up philosophy currently. We work in the Data Center industry and offer commissioning services to our clients across EMEA. These include programmatic commissioning design development to physical execution as the client commissioning agents (currently operating in at least 5 countries across EMEA). We often are involved with trouble shooting existing projects and we have a number of blue chip clients. We have developed our own in house planning software for large construction projects which can be used for both Construction and Commissioning.

**Overview** This role promises a dynamic work environment where excellence is both recognized and rewarded. As the successful candidate, you will enjoy a supportive team culture that fosters professional growth. The firm is committed to investing in its employees, offering continuous learning opportunities and a clear path for advancement. In this pivotal position, you will provide crucial support to the director, including Support work for the rest of the business and team. The ideal candidate will possess a meticulous attention to detail, self starter and a proactive approach to problem-solving. A background in company secretarial work within the financial, construction or similar services sector is highly desirable. The role requires excellent communication skills, both written and verbal, and the ability to manage confidential information with discretion. The Company Administrator role is an all encompassing

managerial position; the ideal candidate will assist the director in the day to day running of the company. They will be responsible for accounts / book keeping, Time Sheets, Invoicing, Expenses, Booking Travel, Running testing of ITF software, Carry out quality assurance checks on ITF produced documentation. In order to be successful, this candidate should feel comfortable taking on / managing numerous tasks that require various skills and appropriately prioritising what needs to be completed based on the completion date of the deliverable.

**Key Skills Required**A minimum of 8-10 years experience required carrying out a similar role. We would also consider someone who has considerable experience and is possibly looking for a different career

**Must be a good communicator** (emphasis on over communicating if required)

**Be able to use video conferencing** on a regular basis to communicate with the director and other team members / clients

**Use of laptop and general IT skills**Microsoft Excel & WordGoogle Drive / Workspace

**Advantageous if the candidate has coding experience** (not essential)

**P6 Primavera** - optional (advantageous not essential)

**Benefits**Salary fully negotiable depending upon experience

**Working from home** mainly, however will need to attend workshops etc and travel to director location as required

**Pension** contributions of basic gross salary

**28 days annual leave** each calendar year (includes Christmas, Bank Holidays etc)

**Training** on key software (Xero, Dext, P6, ITF software)

**Development opportunities** to grow within the company

**Regular employee**

**socials**Travel within EMEA if desirable (not essential)

**All expenses** paid for

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