

# United Kingdom Jobs Expertini®

## Office Administrator

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Company: QuEST Global Services Pte. Ltd

Location: United Kingdom

Category: other-general

Quest Global is an organization at the forefront of innovation and one of the world's fastest growing engineering services firms with deep domain knowledge and recognized expertise in the top OEMs across seven industries. We are a twenty-five-year-old company on a journey to becoming a centenary one, driven by aspiration, hunger and humility.

We are looking for humble geniuses, who believe that engineering has the potential to make the impossible, possible; innovators, who are not only inspired by technology and innovation, but also perpetually driven to design, develop, and test as a trusted partner for Fortune 500 customers.

As a team of remarkably diverse engineers, we recognize that what we are really engineering is a brighter future for us all. If you want to contribute to meaningful work and be part of an organization that truly believes when you win, we all win, and when you fail, we all learn, then we're eager to hear from you.

The achievers and courageous challenge-crushers we seek, have the following characteristics and skills:

### **Roles & Responsibilities:**

Assist administration for UK Health and Safety processes including risk assessments, updating documents, attending meetings and coordinating training.

Manage and consolidate expense reports and load invoices to our purchasing system.

Order office stationery, take delivery and monitor stock levels.

Maintain office systems, including data management and filing.

Support administration of immigration processes for employees on work permits.

Providing meeting support. Booking rooms, arranging catering support, liaising with external vendors.

Screen phone calls, enquiries and requests and handle them when appropriate.

Meet and greet visitors at all levels of seniority. Liaise with clients and suppliers.

Organise and maintaining diaries and making appointments for senior leadership. Arrange travel, visas and accommodation.

Manage admin and facilities help desk. Action tickets.

Other office administrative and facilities support tasks as required.

**Desired Skills:**

Excellent communication skills, both written and verbal.

Strong organisational skills with the ability to multi-task and prioritise workload.

The ability to manage own workload and work independently.

Ability to maintain confidentiality of sensitive information with understanding of GDPR.

Ability to build and maintain relationships with vendors and cross functional team.

Capable of detailed examination of information to ensure its accuracy – good attention to detail.

Good working knowledge of MS office (Word, Excel, Outlook). Ability to work with various software applications and manage emails.

**DISCLAIMER** Due to the nature of work candidates should be UK citizen/ EU Citizen/ Valid work permit holder. For further information contact us on:

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