



SOCOTEC

Job Description

Job Title	Office Administrator
Business Unit	Building and Real Estate
Location	Netley House, Guildford
Purpose	The Office Administrator plays a key role in ensuring the smooth and efficient operation of the office by managing administrative tasks, coordinating office activities and supporting staff and management. This role is responsible for maintain organised workflows, handling communication and supporting day-to-day office operations to enhance productivity and efficiency.
General Responsibilities/Specific Duties:	<p>The tasks you will undertake will include (but are not limited to):</p> <ul style="list-style-type: none">• Managing and tracking survey report production, including liaising with the surveyors to ensure timely and efficient report production and proofing• Review and support the implementation of new systems• Assist in arranging internal and external meetings• Manage the office calendar• Arrange domestic travel and accommodation• Supporting with credit control• Supporting the Directors with written communications
Competencies	<ul style="list-style-type: none">• Proven experience as an administrator, or other relevant office support role• Excellent organisational and time-management skills• Strong written and oral communication• Effective communication with both internal and external stakeholders• Very good IT skills including being Microsoft Office proficient including Excel, Power Point and Word• Problem-solving attitude with an eye for detail• Ability to work as part of a close team
Mandatory Training	<ul style="list-style-type: none">• SOCOTEC Online Health & Safety Training modules - paid for by the company• SOCOTEC Online HR Policies Awareness modules - paid for by the company