

**THE EUROPEAN MARINE ENERGY CENTRE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**  
**ADMINISTRATION OFFICER**

**Reports to:** Finance Director

**Purpose:** To support business functions across the organisation by providing key administrative services including reception cover, administrative support and record keeping.

**Responsibilities:**

1. Provide a safe working and professional office environment.
2. Provide administrative support including ordering goods and liaising with service providers.
3. Assist with the development and maintenance of all necessary systems, policies and procedures to ensure effective and efficient administrative processes within the company.
4. Provide reception service for visitors to EMEC.
5. Ensure accurate record keeping by maintaining and updating relevant databases and records.
6. Assist with the travel booking process ensuring that all requests are processed in a timely manner and accurate records are maintained.
7. Assist with proofreading and formatting services for the production of high quality deliverables.
8. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
9. Carry out general secretarial and support services for the effective operation of EMEC and any other duties as directed by the Support Team Leader and/or Finance Director.

**Reports:** There are no direct reports to this position but the incumbent will be required to work with the other groups within EMEC to maintain administrative processes and manage visitors.

## Person Specification

### Education

- Essential - a good all-round education
- Desirable - an administration/business qualification

### Skills & Knowledge

- Essential
  - IT literate user of MS OFFICE packages
  - a good understanding of office systems and procedures
  - good communicator by telephone, E-mail and print
  - able to plan and organise work in order to meet regular deadlines
  - able to work flexibly with ability to prioritise
  - strong customer focus
  - tactfulness, diplomacy and confidentiality essential
- Desirable - interest in renewables

### Personal Attributes

- Essential
  - organised, disciplined administrator
  - 'completer finisher'
  - team worker
  - 'can-do' approach
  - developed social skills are essential within the formal and informal environments you will be expected to represent the Company
  - good attention to detail and accuracy in both words and figures
- Desirable –

### Experience

- Essential
  - 2 years relevant experience
  - customer service experience
  - liaising with all levels of management
  - use of equipment and systems
  - working within both a small team and on your own initiative
- Desirable - experience of organising and booking travel and accommodation

### Special Conditions Associated with the Role

None