

**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 a range of administrative support services across all business support functions, ensuring adherence to relevant policies and processes, e.g., travel bookings, monthly timesheet reconciliation.
3. Provide a reception service for visitors to EMEC.
4. Ensure accurate record keeping by maintaining and updating relevant records.
5. Assist with the development and maintenance of all necessary systems, policies and procedures to ensure effective and efficient administrative processes within the company.
6. 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.
7. From time to time carry out other assignments which may differ from the above as instructed by the Finance Director and/or the Office Manager who will manage day to day activities.
8. Work closely and flexibly with all EMEC staff from across the business.

**Reports:** There are no direct reports to this position.

## 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
  - customer service experience
  - working within both a small team and on your own initiative
- Desirable - 2 years relevant experience

### Special Conditions Associated with the Role

None