

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

Reports to: Finance Director

Purpose: To support business functions across the organisation by providing key administrative services including Executive Team and HR support.

Responsibilities:

1. Support the Managing Director by providing a high quality secretarial service including:
 - Diary management and provision of extensive comprehensive support.
 - Management of emails, handling enquiries and representing EMEC to a wide range of stakeholders.
 - Effective use of contact reports and action tracking.
 - Organisation of travel itineraries.
2. Support the Executive Team including organisation of travel itineraries, processing claims for expenses and other general support as directed.
3. Support the HR Manager in a range of tasks including:
 - Administration of the recruitment, selection, and onboarding process.
 - Administration of tasks related to training and development of staff, competency management and authorisations.
 - Assistance with maintenance and development of all necessary systems, policies, and procedures to ensure effective and efficient personnel management within the company.
4. Provide a reception service for visitors to EMEC as part of the wider Support Team.
5. Provide a range of administrative services across all business support functions, working closely and flexibly with EMEC staff from across the business.
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.

Reports: There are no direct reports to this position.

Person Specification

Education:

Essential - a good all-round education

Desirable - HND level or above qualification in a relevant subject

Skills and knowledge:

Essential

- excellent communication skills
- time management and prioritisation
- IT literate user of MS Office applications
- strong and proven organisational skills
- ability to prioritise workloads and manage multiple tasks in order to meet deadlines

Desirable

- knowledge of HR practices
- employment law awareness
- diary management

Personal attributes:

Essential

- flexible, positive outlook
- approachable
- team-player that can work to own initiative
- curious
- strict adherence to confidentiality
- respect for other staff
- organised, disciplined administrator
- 'completer finisher'

Desirable - interest in renewable energy technology

Experience

Essential - 3 years' experience working in an office environment

Desirable - experience of working in an related HR setting

Special Conditions Associated with the Role:

1. Will be required to be in office on set days to assist the Executive Team / reception as part of hybrid role