

Office Administrator (21 HPW) Closing date 25th April 2021

Competitive salary and pension scheme.

Job Summary

A varied and exciting opportunity to be part of the UK's first geothermal power project with Geothermal Engineering Limited. The Office Administrator is involved with all manner of administrative tasks across all areas of the business, greeting and escorting visitors, and answering and responding to phone calls and emails. Qualified candidates will be self-motivated and independent with the ability to work without direction, a strong ability to multi-task and have excellent verbal and written communication skills. Experience with bookkeeping and a good working knowledge of Microsoft Office are essential. No past experience of geothermal/renewable energy is required but candidates must show interest and be eager to learn about this developing industry. This position is office-based.

Main Tasks

- Liaise between GEL personnel at the site and GEL accountant to ensure purchase orders are raised in good time and keep an electronic record.
- Liaise with GEL personnel at site to ensure work being carried out or services procured match the purchase order and that service companies issue invoices timely.
- Liaise with GEL personnel to obtain quotes from suppliers for all manner of services/products.
- Log invoices in a spreadsheet and ensure GEL personnel check invoices. Liaise with the service providers to correct discrepancies. Deal with outstanding payments (creditors and debtors).
- Keep a spreadsheet to record all debit card transactions and store receipts.
- Reception duties for visitors to the site office and book site visits for groups or individuals.
- Liaise with visiting contractors or their head office to gain travel plans, arrival/departure times and working hours. Input details into an electronic diary.
- Ensure you are informed of visitors upon their arrival and if you are not aware that they were due on site inform Drilling Supervisor.
- Compile a register of service company employees prior to their attendance at site, their training and competence including CV's and copy of certificates and file.
- Ensure adequate health and safety leaflets and personal contact forms are available & filed.
- Manage site ancillary services such as cleaner, cleaning product inventory, rubbish collections, general maintenance bookings, first aid equipment, site PPE requirements and office supplies.
- Order printing and signage from suppliers.
- Collect, log and distribute post, answer and log phone calls.
- Maintain/create site electronic and paper filing system.
- Record all job seeker emails in a spreadsheet, save CVs and cover letters and reply to emails
- Prepare student packs for school visits.
- Prepare community engagement packs for internal and external events.
- Check stationery and printer ink and order when new stock when necessary.
- Perform tasks outside of this list as reasonably required by the company .

Skills required

- Excellent written and verbal communication skills
- 3 years' experience working in an office setting
- Ability to multi-task and prioritise tasks whilst managing your own time
- Ability to complete complex administrative tasks with minimal supervision
- Be proactive, have a can-do attitude and be willing to learn quickly
- Strong knowledge of Microsoft Office
- Interest in geothermal energy production (no current knowledge is required but enthusiasm is essential)
- Position is currently 21 hours per week but candidate would ideally be open to increase these hours in the future

Please email your **CV** and **covering letter** to Daisy at jobs@goethermalengineering.co.uk