

OFFICE JUNIOR ADMINISTRATOR

Humphrey M&E Consultants are looking for an Office Junior Administrator to operate from their office based in Boldon, South Tyneside.

Humphrey M&E Consultants are a mechanical and electrical consulting engineering practice providing M&E design and technical advice to institutional, industrial and commercial clients nationally. Humphrey M&E are well-established with over 35 years expertise in their field with work coming from repeat customers.

You will provide a confidential, timely, accurate and efficient administrative support service to aid the smooth day to day running of the business, ensuring that workloads and commitments are planned and managed.

The position is very varied and offers the opportunity of a diverse workload and development opportunities.

There will be opportunities for inhouse training and Further Education to help develop skills.

Role:

- Main point of contact for answering phones and taking messages.
- Dealing with incoming post.
- Making travel arrangements and booking overnight accommodation.
- Booking training courses for staff and maintaining records.
- Document control (populating incoming and outgoing document sheets).
- Assist the office team as and when required.
- DSE Assessments.

This is not an exhaustive list of tasks and responsibilities; the post holder may be required to undertake additional administrative duties as necessary.

Requirements:

- Proactive, diligent and self-motivated.
- Good oral communication skills.
- Team player, able to initiate, develop and maintain productive working relationships.
- Good interpersonal skills with the ability to communicate a positive impression.

Desirable qualities:

- Level 2 Certificate / Diploma: Suitable for individuals in junior administrative support roles, covering basic tasks like filing, typing, and using office equipment.
- A Level 1 NVQ (or equivalent award) in Web Design.
- Knowledge in Microsoft packages such as Word and Excel desirable.



Humphrey M&E Consultants
6 The Bulrushes, Woodstock Way
Boldon Business Park, South Tyneside
NE35 9PF

Company Number 7147693
VAT Registration Number : 985787633
Humphrey M&E Consultants is a trading
name of
J Humphrey & Partners Ltd



SALARY

Competitive starting salary.

BENEFITS

- A generous annual leave allowance.
- Hybrid working.
- Company laptop.
- Flexible working arrangements.
- Pension Contribution – 4% of Salary.
- Private Healthcare Scheme.

ADDITIONAL BENEFITS

- Humphrey M&E is an Employee-Owned Trust (EOT). (Potential for EOT annual bonus)
To be explained during interview.

HOW TO APPLY

Please email your CV to us at careers@ihumphrey.co.uk along with a covering letter detailing how you meet the requirements for the post advertised.