

OFFICE SUPPORT ADMINISTRATOR

Humphrey M&E Consulting Engineers are looking for an experienced 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.

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)
- Maintaining and processing of Security ID Passes.
- Assist the admin team to administer the Quality / Environmental Systems.
- Updating of website in all regards, personnel, completed and new projects, business development etc. (in-house training will be provided).
- Assist the office team as and when required.
- DSE Assessments.
- Fire Warden.
- First Aider.

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

Requirements:

- Previous office experience essential.
- Able to work to deadlines, prioritising their work and multi-tasking.
- Able to demonstrate an eye for detail.
- Proactive, diligent and self-motivated.



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Humphrey M&E Consultants is a trading
name of
J Humphrey & Partners Ltd



- Able to work with limited supervision.
- 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.
- Proficient in Microsoft packages with particular knowledge of Word and Excel is essential.
- ICDL (International Certification of Digital Literacy) desirable.

SALARY

To be negotiated dependent on experience.

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@jhumphrey.co.uk along with a covering letter detailing how you meet the requirements for the post advertised.