

Job Title:	Senior Office Administrator (Hydrogen and Clean Energy)
Location:	Glasgow
Responsible To:	Hydrogen Director – Hydrogen and Clean Energy
Direct Reports:	
Review Date	23.07.2024

Purpose of Job:	<p>The Senior Office Administrator for the Hydrogen and Clean Energy Business will be responsible for the day-to-day management of operations in the Glasgow Branch and the wider coordination of administrative activities across all Branches in relation to the Hydrogen and Clean Energy business.</p> <p>The role will provide support to the Hydrogen Director in the administration of the Division and will support business reporting and promotional activities to the Division as a whole.</p> <p>The role will also provide administration support covering IT, recruitment, onboarding/leaving, employee relations, timekeeping, etc. and where appropriate, provide support to quality, HSE and performance audits and monitoring across the Hydrogen and Clean Energy Business.</p>
Key Areas of Responsibility:	<p>Key Accountabilities</p> <ul style="list-style-type: none"> • General administrative support to the Hydrogen and Clean Energy team in the Glasgow Branch • Coordination of office-related activities to ensure operational efficiency and compliance to company policies • Support in the coordination of quality, HSE, audits and monitoring across the Division • Support to sales and marketing activities including promotional materials, presentations / conference papers and event / conference support • Support on the management of the company CRM system and business reporting requirements • Management of business enquiries received via conference, phone and email • Support to the Director in the management of diaries, scheduling meetings and booking of conference rooms, etc. • Arranging travel and accommodation for team members in accordance with company travel policy • Organising and preparations for customer visits to the Glasgow facility • Liaising with staff in support functions e.g. finance, procurement, HR, IT • Communication of Director's instructions / communications / requests to Branches • Other administrative duties as and when required.
Interfaces (Internal/External):	<p>Senior Management, Engineering Team / Business Managers (Glasgow Branch) / Senior Management, Support Functions, Business Managers (All Branches) / Customers / Suppliers / Government Agencies</p>

Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> Significant experience in lieu of qualifications 	<ul style="list-style-type: none"> Higher National Certificate/ Higher National Diploma / Degree (or equivalent higher education qualification) in engineering or related subject
Experience:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> Strong administration management skills at directorate / executive level 	<ul style="list-style-type: none"> Experience of working within an engineering team environment
Skills/Training:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> Strong communication and presentation skills Excellent people skills with proven relationship/stakeholder management capability Quantitative/qualitative research and analytical skills Skilled in the efficient use of Office software Word, Excel and PowerPoint Ability to build strong stakeholder relationships Highly organised, with the ability to plan and coordinate team activity effectively Goal orientated individual with the ability to complete tasks on time and to high level of quality Able to proactively anticipate the needs of the team and ensure the smooth running of a busy environment 	<ul style="list-style-type: none"> Experience of working as an administrator in an engineering organisation Experience in use of documentation management systems Experience in managing performance metrics that support the delivery of business

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder:
Name in Capitals ()

Date:

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Name in Capitals ()

Date: