

Office Administrator – Part Time / Flexible / Full Time

We are a busy Marine and Civil Engineering Company based in Caerphilly, employing around 20 people who conduct a wide variety of specialist access engineering roles, including commercial diving and confined space operations and in wide variety of environments. Due to continued growth and work winning success, Edwards Diving Services are seeking an experienced Administrator to support our Office Manager within our busy engineering business. The role will be flexible, we are initially looking for a part time commitment, but there is scope to expand to full time quickly depending upon the candidates skills and desire.

The successful applicant will be self-motivated and enthusiastic, they would have responsibility for general office administrative duties, that cover internal and external communications in all forms (phones, email, letters, etc), processing financial, operational and quality documentation, as well as record keeping for HR, accounts and equipment maintenance. Their key role is to support the Office Manager run the business administration in a smooth, compliant and efficient manner. The successful candidate will have experience of a similar role, where they have demonstrated a thorough understanding of administrative functions within a medium sized or similar operational business.

You will need to have excellent organisational skills, the ability to prioritise your workload effectively and able to work under your own supervision. You will ensure the office runs smoothly and support the operational based staff. You will be happy to work as part of a close-knit team, who share the common goal of ensuring the business progresses and work to achieving a high standard of service.

Required skills

- At least a years' experience of fulfilling a busy administrative role in a small to medium sized business
- Excellent organisational skills
- Must be thorough, conscientious, with a keen eye for detail
- Professional and confident communication skills
- Excellent ability to speak and write in clear and concise English
- Confidently proficient in IT, MS outlook, word and excel
- Ability to work individually or in a small team, supporting others and taking direction.
- Ability to produce well-written, professional letters, quotations, emails.
- Excellent telephone manner capable of delivering an excellent level of service
- A genuine desire to hold a varied and busy role.

Desirable skills

- Administrative qualifications are desirable but not essential.
- Some understanding of financial book-keeping and SAGE
- Some understanding of quality record keeping
- Potential interest in business social media platforms and website function
- Experience of cloud platform based data or accounting systems

Salary and terms will be competitive and negotiable depending on the candidate. All EDS staff benefit from a competitive package including private healthcare and a stakeholder pension.

Please send a covering letter and cv to Recruitment@edwardsdivingservices.co.uk