

Business Administrator (Part-Time)

Personal Requirements

- A minimum of 2-3 years' experience as a generalist Business Administrator, HR Administrator, H&S Administrator or similar style roles.
- Naturally an energetic and supportive team player, displaying a passionate "can do" attitude.
- Strong administration skills, with a high level of accuracy and attention to detail.
- The ability to prioritise tasks and a varied workload in order to consistently achieve targets and deadlines.
- A tactful and diplomatic individual, demonstrating a high level of accountability and confidentiality.
- Good interpersonal skills for dealing with employees, visitors and customers professionally and politely.
- This is a role that spans multiple disciplines e.g. HR, H&S, Facilities and general administration and reception duties etc, so you must be willing to embrace all aspects of the role, and learn/develop your skills in any areas which you may not already have working experience.
- Proficient in MS Office including Word, PowerPoint, Excel and Outlook.
- Previous HR Training such as CIPD Level 3 or ACAS would be highly advantageous, but is not essential.
- Previous H&S Training such as IOSH or ROSPA would be highly advantageous, but is not essential.

Role Description

Assisting the Business Systems & HR Manager with all day-to-day business support and administration functions, which will include:

- HR administration and support such as: personnel files, promotions, appraisals, job descriptions, recruitment, referencing, employment contracts, holiday requests, training matrixes and leavers.
- H&S administration and support such as: company vehicle management, training, first aid kit inventories, routine H&S inspections, checks and tests.
- Facilities administration and support such as: arranging contractors e.g. cleaner, landscapers and electrician etc, maintaining cleaning and kitchen supplies and stock level management.
- General business administration, purchasing and support such as: IT/telecoms equipment, factory supplies, PPE, furniture and office stationery.
- Managing office events and niceties such as Christmas, socials, birthday and welcome cards.
- Liaising with suppliers, contractors and agencies for various business services.
- Answering and dealing with incoming calls politely and professionally.
- Sales order processing.
- Greeting visitors to the premises.
- Writing up meeting minutes and data reporting, as required by Management.
- Filing, general administrative assistance and support to ensure the smooth running of the business and upkeep of the premises.

Role Specifics

- Availability: *We are recruiting an experienced part-time Business Administrator to support the Business Systems & HR Manager*
- Location: *Holton Heath Trading Park, Poole.*
- Salary: *£22,000 - £25,500 pro-rata for part time hours and dependent on experience (DOE). Equivalent to approximately £10.60 - £12.30 per hour DOE.*
- Working Hours: *20 hours a week, ideally 4 hours per day Monday-Friday. For the right candidate there is a degree of flexibility.*
- Holiday: *20 days pro-rata plus the Christmas Shutdown period and UK Bank Holidays.*
- Facilities: *Free on-site car, motorbike and bicycle parking. On-site shower and changing facilities. Tea and coffee provided to all staff.*
- DIS Benefit: *Group life cover provided to all employees.*
- Socials: *Monthly Summer BBQ's with a range of food provided to all staff.*
- Cost of Living: *Periodic cost of living salary reviews for all employees.*
- Health: *Annual occupational health surveillance and monitoring for relevant staff.*
- Well-being: *Independent employee assistance programme (EAP). Eye-care vouchers for relevant staff.*

Company Profile

- We are an innovative Engineering Design and Manufacturing company, based in Poole. Established in 2002, we have transformed into a leading global brand and the premium supplier within our heavy lifting specialism. Known as technical experts and a versatile supplier, we serve many key global sectors and industries such as Wind Energy, Nuclear, Construction, OEM, Marine and Offshore Oil & Gas. Our products are delivered through a number of different channels, such as: direct end user, resellers, rental partners and a strong distribution network.

The Team

- We are incredibly passionate about who we are and what we do. We want to be more than just a supplier, we are a technical expert partner to our customers. The lifting industry is a complex, specialised and demanding environment to operate in, constantly driving us to be the very best we can be - it keeps things very interesting!
- Our team is the essential foundation, to support the exciting growth and on-going development of the business. The success of our team is driven through our total commitment to our shared behavioural values: Cooperation, Respect, Honesty, Positivity, and Proactivity. This allows us to boast a working environment that is driven, supporting, fun and friendly.

Application

- This role is based in our factory in the UK. Therefore, to be considered candidates must hold the Right to Work in the UK. We are not offering overseas visa sponsorship for this role. Remote working is not available for this role.
- We're professional people, looking for like-minded individuals, therefore we expect a professional application. For an application to be considered, an up-to-date CV must be submitted, supported by a covering letter.

- Please read the essential requirements before applying. Unfortunately, due to the volume of applications we receive, only candidates successful in passing to the next stages of the application process will receive further contact from us.
- Job Types: Part-time, Permanent
- Salary: £22,000.00-£25,500.00 per year
- Benefits:
 - Free parking
 - Life insurance
- Schedule: Monday to Friday

If this role sound like you, and you're interested in registering your interest, you can do so by sending your CV and a supporting covering letter to our HR Manager via tom.sturt@modulift.com.