



Job Specification

For: Administrator/PA

Ref: VR/01312

Job Description

Chatham, Kent
£25,000 - £27,600
+ Excellent Benefits

This is an exciting opportunity to join a growing division within a well-established, growing training business, providing Personal Assistant and Administrative support to both the Sales & Marketing and Enterprise Directors. Based at new offices in Chatham Dockyard, Kent, you will enjoy a thriving team atmosphere, 6 weeks holiday, training opportunities, pension, mental health & well-being support, and other great benefits.

The role will require previous experience in a personal assistant / administrator role, be highly articulate and numerate with an excellent standard of spoken and written English, confident with Microsoft Office applications including Word, PowerPoint, Excel, Outlook and Teams and be comfortable ordering, budgeting and collating financial information.

Monday to Friday, 37 hours with some flexibility and potential for hybrid working.

As a dynamic, outcome-focused and self-motivated individual, you will take pride in delivering high-quality support to customers and colleagues, and for increasing the efficiency and effectiveness of the people around you. You will be an excellent communicator and organiser, able to work independently or in collaboration with colleagues from across our business.

Key tasks include:

- Managing individual diaries, organising and administering meetings and events
- Dealing with communications, preparing and proofreading business communications, reports and presentations
- Providing a warm and professional reception service to visitors
- Booking accommodation, arranging travel and processing expenses claims
- Maintaining and organising team records, spreadsheets and financial information
- Carrying out internet research and providing reporting

A copy of the full job description is available upon request.

We are committed to creating a diverse and inclusive workplace, so all applications are considered. We provide support through Mental Health First Aid and Coaching and Mentoring schemes, are ISO accredited and have a Gold Award in the Medway Healthy Workplaces Programme. We have recently won several Health & Safety awards, including a Princess Royal Award for our employee learning and development programmes.

Job Specification provided by:

Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483



Armed Forces Covenant – We will offer guaranteed interviews to military veterans if they meet the selection criteria.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Closing Date – Thursday 13th June 2024 although this is subject to change allowing for market conditions.

Compiled by : **Fiona Louch**
Compiled on : **05/30/24**

Job Specification provided by:

Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483