

# Join the Team

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|---------------------|--------------------------------------|
| <b>Job Title</b>    | <b>Business Administrator</b>        |
| <b>Salary range</b> | <b>Very competitive basic salary</b> |
| <b>Staff Group</b>  | <b>Operations Team</b>               |

## ROLE SUMMARY

Due to expansion, we are looking for a Business Administrator to join our dynamic team. This is a varied and busy role and the successful candidate must be competent at providing all business administration duties from answering the phone and dealing with emails and diary management to general running of the office, supporting the Operations Team with HR, H&S, Logistics administration support. As a self-motivated team player, you will be looking for your next challenge in an autonomous and thriving working environment.

As well as somebody who enjoys this type of role, we are also looking for an individual who relates to our core company values and wants to be part of a successful, expanding organisation who is well known within our sector.

As a company operating throughout the UK we specialise in design, consultation and compliance testing covering parts E, F, G and L of the building regulations, enabling us to measure and improve building performance across the residential, commercial and public sectors. Some of the services that we offer to both the commercial and residential sectors are air leakage testing, SAP/SBEM/ EPCs, sound testing, thermography, water calculations and Part F ventilation testing.

We are a diverse team with a strong drive to create a level of service that is second to none. Our beliefs are to aid the design process to construct sustainable buildings, happy homes and create an environment that is focused on quality of living. By using our strong expertise within the industry and delivering a service that will aid developers to buy into our beliefs and build in an ever-changing industry. Based in an idyllic setting on the Cambridgeshire/ Hertfordshire border this is a fantastic opportunity for the right candidate and we will remunerate accordingly. With a generous basic salary we also offer generous holiday package which increases over time as well as opportunities to win meals out, vouchers....the list is endless!

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| <b>Operation support</b>  | <b>50%</b> |
| <ul style="list-style-type: none"><li>• Be the first point of contact for answering the phone in the office.</li><li>• Organise and diarise company meetings for the team.</li><li>• Responsible for liaising with our IT support team.</li><li>• Collating and producing HR, H&amp;S documentation as required.</li><li>• Booking accommodation and training courses.</li><li>• Supporting the sales team as necessary.</li><li>• Supporting the Energy team as necessary.</li></ul> |            |
| <b>Administration duties</b>  | <b>50%</b> |
| <ul style="list-style-type: none"><li>• Maintaining the CRM system to ensure data quality.</li><li>• Ensure all emails and phone call enquiries are answered in a timely and professional manner.</li><li>• Liaise with the Logistics Manager to book jobs with our field engineers.</li><li>• Produce and send out relevant reports for all jobs within the SLA timeframe.</li><li>• Ensure tasks are dealt with immediately to ensure smooth running of the business.</li></ul>     |            |

## CANDIDATE PROFILE

This section details the essential knowledge, skills and experience we require for the role.

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|--------------------------------------|---|
| Education & experience               | Educated to GCSE/A level.   |
| Specialist knowledge & skills        | Excellent written and oral communication skills.<br>Excellent telephone manner / customer service ability.<br>Strong organisation skills.<br>Appetite for learning is a must. |
| Interpersonal & communication skills | A self-motivated, team player who thrives in an autonomous environment.   |
| Relevant experience                  | Previous experience within a busy and varied Business Administration role would be advantageous.  |
| Additional requirements              | The ability to mentor and motivate other members of the team as required.<br>Full driving licence.  |

## ROLE DETAILS

**Location:** ATSPACE LTD head office at Units 3 & 4, Cokenach Estate, Barkway, Royston, Hertfordshire, SG8 8DL

**Working pattern:** Monday to Friday

**Hours of work:** 8:00am – 5:00pm

**Length of appointment:** Permanent

**Probation period:** 3 months

**Annual leave:** 20 days plus public holidays

**Pension eligibility:** Enrolment 01/05/2022

## SCREENING CHECK REQUIREMENTS

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

## APPLICATION PROCESS

To submit an application for this vacancy, please send a Curriculum Vitae (CV) and cover letter to **Claire Sadler hireme@atspaceltd.co.uk**

At ATSPACE LTD we are proud to build on passion, we are a diverse team with a strong drive to create a level of service that is second to none. Our beliefs are to aid the design process to construct sustainable buildings, happy homes and create an environment that is focused on quality of living. By using our strong expertise within the building industry and delivering a service that will aid developers to buy into our beliefs and build in an ever-changing industry.

## What ATSPACE Ltd can offer you

One of our core values is to invest in our staff, which includes recognising and rewarding our staff as our greatest asset. If you choose to come and work with us, you will find that we offer:

### Excellent benefits

You will be eligible for a range of competitive benefits, including a highly competitive, negotiable salary.

### A welcoming and inclusive environment

We will help you settle into your new role and working environment. You will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

### Development opportunities

The encouragement of career development for staff is one of the ATSPACE's core values. We put this into practice by recruiting enthusiastic people who may require some training, which we can provide in house and outsource to other agencies. We believe that giving staff the time to gain further accreditations and qualifications can only improve our business.

## Equality of Opportunity

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex, marital, race, ethnic or national origin, colour, disability, sexual orientation, religion, age or socio-economic factors.