

RETURN TO SCENE

Do you have project and administration experience? You could be just who we are looking for...

Reporting to the Business Support Director, the successful candidate will enjoy a varied role as part of a core team within our business; from supporting our personnel in multiple times zones on diverse projects globally, to helping to ensure the smooth running of our HQ here in Aberdeen. This role is initially for 6 months, with the potential of becoming a permanent role within our business.

Role Description

The purpose of this role is to provide support to our office and project management functions. Duties to include but not limited to:

- Travel bookings & logistics
- Reception duties & housekeeping
- Room bookings, creation of job numbers, facilitation of expenses
- Invoicing & PO processing
- Archiving
- Minute taking
- Project reporting; client and internal
- Compliance administration
- Document management
- Set up and maintenance of files
- Administrative support to management
- Together with the office management and project teams, provide broad based office and project administration

Essential Skills

- Excellent communication skills
- Sound knowledge of MS Office packages
- High attention to detail
- Personable and able to build and maintain key relationships
- Excellent telephone manner
- Well presented
- Ability to use own initiative

Desirable Skills

- Administration experience in a similar role would be highly advantageous

Please send your CV with covering letter by 8th January 2018 to careers@r2s.co.uk

