EXECUTIVE ASSISTANT & OFFICE ADMINISTRATOR

Overview:

Our client operates across two project-based technical businesses, where keeping clients, projects and commercial priorities moving requires someone exceptional behind the scenes.

They're looking for an Executive Assistant & Office Administrator to support two busy directors and become the person who keeps everything organised and moving forward. From diaries and action lists to proposals, client documents and office administration, this is a varied role for someone who loves bringing order to a busy environment, takes ownership of the detail and follows things through properly.

Responsibilities

- Manage directors' diaries, meetings, appointments and priorities.
- Prepare meeting materials, capture actions and follow up on deadlines.
- Draft professional correspondence and routine client communications.
- Prepare and format reports, presentations and business documents.
- Coordinate proposals, quotations, supporting documentation and follow-ups.
- Maintain action lists, proposal registers and key administrative records.
- Follow up with clients, suppliers and teams for outstanding information.
- Maintain pricing schedules, templates, shared folders and document version control.
- Coordinate routine office administration and recurring business deadlines.
- Handle sensitive information and documentation with discretion.

Requirements

- Previous experience as an Executive Assistant, Senior Administrator or similar.
- Excellent written English and strong professional business-writing skills.
- Highly organised with exceptional attention to detail.
- Strong Word, Excel or Google Sheets and digital administration skills.
- Confident managing multiple priorities, deadlines and follow-ups.
- Proactive, dependable and comfortable taking ownership through to completion.
- Highly discreet and confident handling confidential information.
- Comfortable working in a technical or project-based business; lighting or construction exposure would be advantageous.