

23rd February 2023



Job Description

Position: Regional Office Administrator

Location: BAE Systems' Govan shipyard, Glasgow

Job type: Full time

Salary: Competitive

Overview of the role

Denholm Industrial Services is currently recruiting a Regional Office Administrator, to be based at BAE Systems' Govan shipyard in Glasgow. The successful candidate will be responsible for managing and overseeing office administrative duties associated with employees' timesheets and expenses, raising purchase orders, training, site security requests and the general smooth running of the Denholm Industrial Services office at the shipyard.

Role responsibilities

- Maintain, control and submit all signed off timesheets to payroll, inclusive of holidays and sickness
- Input time sheets and expenses
- Use the bespoke finance system to raise and receipt purchase orders, ensuring correct approvals are in place (training will be given)
- Management of incoming and outbound mail
- Monitor and record staff holidays
- Order and monitor office stationery and supplies
- Source training options (company, date and provisionally book) for operatives and managers, completing Training Request Form
- Maintain the company training database with certificates and cards to ensure the company's continuous adherence to legal requirements
- Answer the telephone and deal with calls from customers, suppliers and colleagues in a polite, professional and friendly manner
- Accountable for monitoring and updating Hand Arm Vibration (HAV) information (training will be given)
- Manage the new starter process along with the collation of all accompanying documentation, including training certificates
- Management and maintenance of site security requests
- Any other ad hoc duties requested

The Regional Office Administrator will report directly to the Denholm Industrial Services Contract Manager.

Hours of Work are: 0700-1630 Monday to Thursday and 0730-1100 Friday (40 hours per week).

How to apply

Please complete and submit the application form via:

<https://www.denholm-industrial.com/vacancies/regional-office-administrator-glasgow/>

