

**1<sup>st</sup> November 2022**



## **Job Description**

**Position:** Regional Office Administrator

**Location:** Govan, Glasgow

**Job type:** Full time

## **Overview of the role**

Denholm Industrial Services is currently recruiting a Regional Office Administrator, to be based at our office in Govan. The successful candidate will be responsible for managing and carrying out administrative duties associated with the smooth running of Denholm Industrial Services' Govan office.

## **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 its legal obligations.
- 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:           0700-1630 Monday to Thursday  
                              0730-1100 Friday  
                              (39 hours per week)

### **How to apply**

Please complete and submit the application form via:

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

