

Technical Administrator

Reporting to: Technical Manager

Reports: None

Salary: £18-21k dependent on qualifications and experience

Position: Full-time

Role

To provide administrative support to the Technical Team, focusing on the organisation and monitoring of technical information relating to exhibits and our buildings.

To be responsible for co-ordination of contractors and management of facilities administration.

To be responsible for H&S administration and organisation, reporting onto the H&S management system.

To be responsible for the Risk Assessment of exhibits and facilities.

Main responsibilities

To provide administration on H&S and all matters technical.

To support the Technical Team as necessary including coordination of personnel record keeping including health surveillance, assisting in planning and organising offsite working, timesheets, supporting finance and stock control, undertaking procurement, and managing documentation.

Organisation of reactive and planned maintenance across the business, including the management of contractors on site.

To ensure reactive complaints are dealt with promptly and ensuring documentation is completed for maintenance and contractors on site.

Responsible for Risk Assessments on facilities and exhibits and maintaining the Risk Assessment database on our H&S database.

Assist the Business Services Director on Health & Safety matters across the business.

To work with teams across the organisation on planned maintenance scheduling and recording.

Testing and recording the fire alarm at both sites on a regular basis.

Manage the tasks of the external handyman on a monthly basis including uploading jobs on to the system.

Monitoring the Facilities and consumables budgets and working with the Technical Manager and Business Services Director on financial aspects.

To oversee the reporting of accidents and accident statistics.

To work safely and to carry out risk assessments, housekeeping, training and other health and safety measures relevant to the role.

To represent the Technical team at internal meetings in the absence of the Technical Manager.

To administer the risk assessments, PPE register, competence matrix and H&S and training documentation.

Supporting duties

Providing regular accurate written and verbal updates to the Technical Manager and Business Services Director as required.

To maintain all necessary records and documentation in a clear and accessible way.

To collect and process documentation such as receipts, invoices etc. ensuring Purchase Orders are raised.

To work collaboratively with other departments as required.

To take minutes for the Health & Safety Committee meeting every other month and monthly Business Services meeting and distribute.

To always work within the Techniquest Values and Behaviours Framework and embrace our values of Excellent, Inspirational, Inclusive, Collaborative, Empowering and Innovative

To carry out other duties from time to time commensurate with the role.

Person specifications

Qualifications

Business Administration qualification or relevant experience.

Health and Safety qualification.

Full Drivers Licence.

Experience

PA or administration experience in an engineering/facilities environment.

Technical experience.

Understanding of financial and personnel administration.

Health and Safety experience.

Skills and Abilities

Strong planning and organisational skills and ability to work under your own initiative.

Excellent computer skills, including Microsoft Suite, together with excellent verbal and written communication skills.

Reliable, accurate, with a good attention to detail.

Ability to work calmly under pressure.

Hard working, with determination to see work through.

The ability to speak Welsh would be an advantage.