

Business Support Administrator

Location: Office based

Hours of work: 27.5 hours per week (Mon – Fri, 9am – 3pm)

Reports to: Louise Round, Finance Director

Overall Responsibilities:

You will play a pivotal role in helping the office to run smoothly by coordinating facilities, administration, finance tasks and employee/visitor support. You will act as the central hub for maintenance, logistics, events, purchasing and general office operations, ensuring a safe, organised, and efficient workplace.

Main Areas of Responsibility:

Office and Building Maintenance

- Oversee and coordinate all routine office and building maintenance activities including scheduling contractors and service providers for repairs, inspections and scheduled works, continuously reporting and tracking issues through to resolution
- Ensure compliance with health and safety standards and proactively address facility issues to maintain a safe, efficient and well-functioning work environment.

Visitors, travel and event coordination

- Manage all accommodation, travel, and hotel bookings for employees and visitors, ensuring smooth logistics from arrival to departure.
- Coordinate visitor arrangements, including meeting room allocation, VMS setup, and on-site support for client visits and Head Office events.
- Organise catering, refreshments, and room setups for meetings, functions, and visitor activities.
- Plan and manage group bookings for staff events, training sessions, and company activities throughout the year.
- Support wider office projects such as re-organisations, redecoration, and seasonal initiatives, contributing to planning and logistics.

Deliveries and Logistics

- Receive, log and distribute all incoming deliveries
- Prepare and arrange distribution of outgoing items via chosen courier

Financial and Licensing Administration

- Manage purchase orders, purchase invoice, set up of new customer accounts (including credit checks/limits) and workflows in line with company procedures
- Reconcile vendor statements and resolve discrepancies promptly.
- Support financial analysis

- Maintain fixed asset records, including registrations, verification checks, and allocation of hardware to employees.
- Complete general administrative tasks as required including coordinating insurance renewals and documentation, completion and submission of customer and vendor questionnaires (including national statistics surveys) and monitoring expiration of licences to ensure timely renewal
- Administer company vehicle records, documentation and renewals.
- Work closely with the Contracts Manager to learn the end-to-end process for licence amendments and ordering new items via sales orders, gaining hands-on experience in customer licence management and related administrative workflows.

General Administrative Support

- Provide day-to-day administrative support to teams and management, ensuring smooth office operations and communication. This includes maintaining and replenishing office supplies, stationery and consumables.
- Support document preparation, filing and accurate record-keeping across departments
- Coordinate employee welfare initiatives including long-service awards, flu vaccinations, first aid requirements (kits and defibrillators) and lead on fire safety processes (as a Responsible Officer), including routine alarm testing and participation in fire drills.
- Provide occasional support to other departments, including assisting with the scheduling and coordination of training events.

The Person

We are looking for who enjoys working in a fast fast-paced environment with a desire to work in a dynamic and innovative company. You will have can do attitude, be extremely well organised and able to work to deadlines and you won't be fazed with any challenge.

Communication

- Exceptional customer service, communication, people management and interpersonal skills
- High attention to detail

Skills

- Strong organisational skills and multitasking abilities
- Ability to work with and adhere to company processes, yet adapt your own style to deliver
- Proactive and solution orientated with the ability to work effectively in a team environment, as well as independently to manage competing priorities.
- Proficient in Microsoft packages
- Strong analytical skills and confidence working with data

Diversity and Inclusion

Tecman is committed to promoting equality of opportunity for all employees and job applicants. We aim to create a working environment in which all individuals can make the best use of their skills and can express and develop their potential, from the moment they are hired and throughout their career,

by offering a diverse and inclusive community that respects individuals and enables them to strive for success in order to contribute positively to the business, free from discrimination or harassment.

We are passionate about our employee's development, and we value potential and a growth mindset as much as experience and expertise and we therefore encourage you to apply, even if you feel you don't meet all of the requirements of the role as mentorship, coaching, development and support will be provided.

You must have the legal right to live and work in the United Kingdom.