

Floor Secretary / Administrator

Alan Baxter is a wide-ranging engineering design firm of 80 people working on projects for the built environment, covering new buildings, conservation, urban design, and transport. The firm's success comes from its breadth of knowledge, its imaginative ideas and ability to weave these strands together to create valuable holistic and sustainable solutions.

At our premises near Farringdon station, we also host a community of seventy organisations connected to the built environment, as well as the Gallery, which is a busy events space where special interest groups and professional organisations hold lectures and exhibitions.

We are looking for a Floor Secretary / Administrator to join us and assist one of our engineering teams.

The role of the floor secretary is primarily to support the day to day running of small engineering team, and their director, on a particular floor and includes the following tasks:

- Management of the groups electronic correspondence (iTray) which includes incoming emails
- Arranging meetings and reviews
- Managing floor stationery
- Typing (letters & reports, formatting)
- Manipulating PDFs
- Filing and archiving of paper correspondence
- Managing floor camera and tool box for site visits
- Answering calls on the floor and taking messages for those busy or not in the office
- Group Daily Diary
- Group project questionnaires and tender submissions
- Group contacts
- Organise PPE for site visits for the group
- Watering / caring for plants
- Arranging refreshments for meetings with external guests
- Assisting with cover for reception at lunchtime, leave/sickness and breaks
- Assisting with cover for external phone calls and rollover calls from reception

There may be some other specific tasks to be included. The key is for some flexibility about how the role might develop in the longer term.

Please apply with a covering letter and cv to Andy Morton at personnel@alanbaxter.co.uk