

## JOB DESCRIPTION

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**Job Title:** Office Manager & QHSE Representative  
**Directly reports to:** Company Secretary  
**Location:** Glasgow

### **Position Summary**

We're seeking a highly organised and proactive Office Manager and QHSE Representative to join our team. This role involves managing daily office operations, ensuring quality and standardisation across various processes, and representing the company in QHSE matters. The ideal candidate will be detail-oriented, with strong administrative skills and a commitment to maintaining high standards.

### **Key Responsibilities**

#### **Office Management:**

- Oversee daily operations and admin tasks.
- Manage business cards, internal shop, and event bookings.

#### **Tender & Portal Management:**

- Review daily tender alerts and update trackers.
- Maintain portals like Safe Contractor, Constructionline, and CBRE.

#### **Quality & Standardisation:**

- Format and create new templates.
- Update SharePoint and assist with all QA-related tasks.
- Ensure consistency and quality across all documents and processes.

#### **Contracts & Events:**

- Register, organise signatures, return, and scan contracts and warranties.
- Coordinate WW Direct (Company shop) and Hydro events.

#### **QHSE Responsibilities:**

- Manage QHSE Integrated Management System (IMS).
- Chair quarterly QHSE meetings and conduct office inspections.
- Ensure compliance with safety policies and maintain records.
- Support external audits and contractor compliance.

#### **Marketing Support:**

- Assist with pre-qualifications, submissions, and presentations.
- Upload responses to relevant portals.

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### **Qualifications & Attributes**

- Experience in office management or similar roles.
- Strong organisational and communication skills.

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- Proficiency in Microsoft Office and SharePoint.
- Knowledge of QHSE standards is a plus.
- Detail-oriented, proactive, and a team player.

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### **To Apply:**

If interested, please send your current CV and cover letter to: [lorraine.ruthven@wallacewhittle.com](mailto:lorraine.ruthven@wallacewhittle.com)