

JOB DESCRIPTION

Job Title: Office Administrator
Directly reports to: Company Secretary
Location: Glasgow

Position Summary

We are looking for a highly organized and proactive Office Administrator to support our Glasgow office. This role is ideal for someone who thrives in a dynamic environment, enjoys streamlining office processes, and takes pride in maintaining high standards of administrative efficiency. You'll play a key role in supporting day-to-day operations, coordinating internal resources, and ensuring smooth communication across teams.

Key Responsibilities

Office & Administrative Support:

- Manage daily office operations including supplies, bookings, and general admin tasks.
- Coordinate internal resources such as business cards, branded materials, and the company shop.
- Organize meetings, events, and travel arrangements.

Tender & Portal Management:

- Monitor and update daily tender alerts and trackers.
- Maintain and update compliance portals (e.g., Safe Contractor, Constructionline, CBRE).
- Support document uploads and submissions.

Document Quality & Standardisation:

- Format and maintain company templates and documents.
- Ensure consistency across internal communications and documentation.
- Assist with SharePoint updates and general document control.

Contracts & Event Co-Ordination:

- Register and manage contracts, warranties, and signatures.
- Support planning and logistics for WW Direct and Hydro events.

QHSE Support:

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

Marketing & Pre-Qualification Support:

- Assist with pre-qualification questionnaires, submissions, and presentations.
 - Upload responses and documents to relevant portals.
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Qualifications & Attributes

- Proven experience in office administration or support roles.
- Excellent organizational and communication skills.
- Proficiency in Microsoft Office and SharePoint.
- A proactive, detail-oriented approach and a collaborative mindset.
- Familiarity with QHSE standards is helpful but not essential.

To Apply:

If interested, please send your current CV and cover letter to: lorraine.ruthven@wallacewhittle.com