

## JOB DESCRIPTION

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

### **Position Summary**

We are seeking an experienced and highly organised Senior Office Administrator to provide comprehensive administrative and secretarial support to our Glasgow office and senior leadership team. This is a pivotal role focused on office management, governance support, document control, and coordination of company-wide administrative processes.

The successful candidate will be proactive, detail-focused, and confident working at a senior level, ensuring smooth day-to-day operations, consistent standards across documentation, and effective internal communication.

### **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:**

- Maintain, format, and control company templates, records, and key documents.
- Ensure consistency and quality across internal documentation and communications.
- Maintain and update compliance portals (e.g., Safe Contractor, Constructionline, CBRE).
- Support document uploads and submissions.

#### **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**

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- 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.

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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)**