**Job Description**

**Role title: Office Administrator**

**Reports to:**  **Facilities and Compliance Manager**

**Grade: Scientist**

**Sector: Marine & Consents (or HSEQ)**

**Division: NASH Maritime**

**Purpose / Scope of role**

NASH Maritime are the specialists in shipping, navigation, and maritime risk. Our mission is to empower the marine sector to create a sustainable and accident-free maritime environment, through better understanding and mitigation of maritime risks and impacts.

We manage and deliver shipping & navigation studies and marine risk assessments for major infrastructure developments in offshore renewables, ports/harbours, marine terminals, and oil & gas facilities. We provide innovative whole-life cycle solutions through planning, site selection, feasibility studies, design, consenting, EIA, operation, and decommissioning phases of projects. We provide evidence-based advice that combines practical maritime experience with data science technology. With over 25 years’ supporting maritime businesses, we have hands-on experience in the maritime environment, understand the commercial value of risk-based decision-making and take an active role driving new, innovative approaches to safety and cost reduction.

As Office Administrator you will play a critical role in ensuring the policies, procedures and company direction is effectively communicated, managed and reported.

**What success looks like in this role**

Your administrative experience coupled with organisational and time management skills will enhance and add value to the Central Administration team, the Executive team and the overall effectiveness of NASH Maritime. You’ll be part of and the core team supporting the administration of marine, shipping and navigation consultancy projects across renewables, oil and gas and ports/maritime sectors. You will ensure a quality, sustainable and safe local office environment with good reporting, effective travel booking and compliance with policies and processes.

**Key Responsibilities**

* Health & Safety (H&S) of the office in accordance with company Policies and processes including ensuring sufficient first aiders, fire safety, maintenance checks and liaison with landlord and central H&S team. Undertake regular checks, inductions and coordination as required.
* Maintenance and functionality of the office environment to a high standard ensuring cleanliness, hygiene and that associated equipment and supplies are stocked appropriately.
* Manage waste disposal and recycling.
* Working with central teams to ensure that the site is as energy efficient as possible including representation on consultation groups i.e. Environmental Committee.
* Responsibility for management of ancillary day to day business needs and contractors. This will include managing the office cleaning, liaison with the landlord, managing any rental agreements and insurances and liaison with support functions (e.g. IT / marketing).
* Maintain asset registers and car parking space allocations.
* Co-ordination of company quality management and assurance system ( e.g. ensure that policies, procedures, tools/form/checklists are reviewed and updated by appointed personnel).
* Quality reviews and check of reports to company writing style guide (i.e. reviews will not be technical in nature).
* Support co-ordination of tenders and proposal support and administration.
* Business support to the NASH executive team.
* Co-ordinate travel and logistics with staff and APEM travel system to ensure that staff travel runs smoothly.
* Onboarding of new starters and assist with leaver requests.
* Ordering required supplies such as ergonomic equipment
* Manage deliveries and postage.
* Contribute to the development of the local Business Continuity plan.
* To carry out any additional activities that may be reasonably required or requested.
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training, and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Passion and understanding for working in a service business.
* Proven experience of office administration.
* Strong computer competency with MS office suite, especially MS Word and MS Excel.
* Excellent English language, English literature and oral communication skills.
* Strong organisational and planning skills in a fast-paced environment.
* Ability to work independently with initiative and as part of a team and with clients and stakeholders.

**Desirable**

* Experience and interest in maritime industry.
* Interest in maritime industry and promoting marine safety.
* Experience of Quality Management Systems.

**Our Approach**

The three principles that underpin all our work:

* Practical: Our solutions are rooted in real-world maritime experience
* Data informed: Our advice is underpinned by an appropriate, robust evidence base.
* Scientific: Our work is founded on rigorous methodologies

**Our Mission:** Navigating towards a sustainable, accident-free maritime environment.

Our mission is to empower the marine sector to create a sustainable and accident-free maritime environment, through better understanding and mitigation of maritime risks and impacts.

We are innovative, embrace challenge and are driven by an entrepreneurial spirit. We are proud of our unrelenting commitment to sustainability, our uncompromising customer focus, and our deep experience in both the practical and scientific aspects of maritime risk management.

**Innovation With Purpose**

At NASH, innovation sits at the heart of our business. We incubate and develop new ideas, championing those that tackle the biggest and most demanding challenges in our sectors.

Through R&D collaboration, we strive to make a tangible difference to maritime safety and sustainability worldwide.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you**. **We welcome the whole you.**