

## **Administrator Required**

OptimaSC - Midland Way, Thornbury

*Part time business administrator needed to support growing high-tech business in its daily operations. Initially 16-24 hours per week- Six month contract - Flexible working. Salary for 3 dpw: £14,400-21,000 pa depending on experience. Pension 8%. Bonus. Primarily office based in Thornbury. Must be willing to undertake Security Clearance.*

### **Key skills:**

*Proficient in Excel and Word.*

*Literate, numerate and articulate.*

*Good organisational skills*

*Good team worker*

*Self-starter and motivated*

*Experience in providing administrative or office management support*

*Experience in administration of marketing, sales and recruitment activities or similar desirable*

### **Main duties will include:**

*Maintain business information systems including management reports*

*Maintain office documentation and information management within a SharePoint environment*

*Coordinate marketing activities, assess prospects, support bids & proposals*

*Develop and maintain marketing literature, updates to the business website and social media, including LinkedIn*

*Coordinate recruitment activities and assess candidates*

*General admin support to technical staff, including travel bookings*

*Act as Personal Assistant to Board*

*Other office management activities as required.*

Training is provided in our specific processes and there is potential for growth in the role, both in hours and responsibilities. Particular growth areas could include:  
Security administration, On-line book-keeping.

### **Benefits:**

- Full time or part time working by negotiation.
- Competitive salary including salary protection insurance.
- Company pension.
- Company bonus.
- Company share scheme.
- Cycle to Work scheme.
- Childcare Voucher scheme.
- Private Health Insurance (dependant on Grade).
- 'My Work Life Solutions' company discounts on major retailers.

### **About OptimaSC**

OptimaSC is an independent Systems Engineering Consultancy providing excellence in Systems Engineering, Training and Systems Thinking to government and industry. We work across a broad range of complex systems in a range of defence and commercial sectors. We provide expertise across all kinds of sensors, combat systems, communication systems, military platforms, within land, maritime and air environments for both civil and defence applications.

We work closely with senior customers across a range of disciplines. We have:

- Assisted industry with the development of military vehicles.
- Delivered support to UK Land System research programmes.
- Supported the defence industry in developing the next generation of weapons systems.
- Provided Systems Engineering expertise to fusion research projects.
- Taught Systems Engineering to clients across the globe in sectors such as defence, semiconductors and transport.

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No Agencies.

Email CVs (2 page max) to [info@optimasc.co.uk](mailto:info@optimasc.co.uk)

Applications preferred by 31/5/2019