

**Job Title: Office Administrator**

**Location: Perth**

**Salary: Circa £22,000 - £25,000**

**Job Description:**

We are seeking a highly organised and detail-orientated individual to join our team as an Office Administrator. The Office Administrator will be responsible for maintaining office efficiency by managing administrative systems and supporting day-to-day operations. This role requires excellent communication skills, the ability to multitask, and a proactive approach to problem-solving.

**Responsibilities:**

1. Manage office supplies inventory and place orders as needed.
2. Coordinate meetings, appointments, and travel arrangements for staff.
3. Answer and direct phone calls in a professional manner.
4. Greet visitors and direct them to the appropriate person or department.
5. Assist in the preparation of reports, presentations, and other documents.
6. Maintain and update filing systems, both electronic and physical.
7. Handle incoming and outgoing mail and packages.
8. Assist in organising company events and gatherings.
9. Provide general administrative support to team members as needed.

**Requirements:**

1. Proven experience as an office administrator, office assistant, or relevant administrative role.
2. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
3. Excellent organisational and time management skills.
4. Strong attention to detail and accuracy.
5. Ability to prioritize tasks and work efficiently in a fast-paced environment.
6. Excellent written and verbal communication skills.
7. Ability to maintain confidentiality and handle sensitive information with discretion.
8. A positive attitude and willingness to learn and adapt.
9. Qualifications in Office Administration are a plus.

**Benefits:**

- An attractive remuneration package, commensurate with experience
- 30 days holiday rising annually to 35 days after 5 years.
- Company sick pay
- Company pension scheme
- Opportunities for professional development and career progression

Join our team and play a key role in ensuring the smooth operation of our office!

If you are interested in applying for this position, please email a covering letter and your CV to [hr@realise-energy.co.uk](mailto:hr@realise-energy.co.uk).