**VACANCY NOTICE**

**Administrator**

**Full-time, fixed-term for 6 months**

**£16,714 - £18,214 per annum**

This is an excellent opportunity within TTE Technical (UK) Ltd, part of Middlesbrough College. TTE is a successful local and international training company based in Middlesbrough, UK with a number of operational projects overseas. TTE is one of the UK’s leading providers of technical training and consultancy services to the industries it serves and has an exceptional reputation on the international scene.

### Principal Responsibilities

* Produce high quality documents, letters and reports, including PowerPoint presentations
* Support with formatting of documents for International Sales tender submissions
* Attend various meetings and produce accurate minutes in a timely manner
* Screen and prioritise incoming telephone calls for nominated staff
* Organise meetings on and off Company premises as required
* Arrange and receive visitors on behalf of the Senior Manager Team
* Exercise absolute integrity in respect of confidential matters
* Assist with other administration activities across the business, including working on reception occasionally
* Undertake such other duties or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the job

**Person Specification**

**Knowledge, Skills & Abilities**

* Shorthand and typing skills - good computer literacy, speed and accuracy essential
* Proven ability to work under pressure and to deadlines
* Ability to take accurate minutes and produce formal records of meetings with actions clearly defined
* General administration skills to a high standard of accuracy and presentation
* Ability to communicate clearly, orally and in writing, with a good command of English
* Present good image, maintain constructive relationships and communicate appropriately with stakeholders, peers, senior colleagues and board members
* Flexible and mature approach with ability to work unsupervised
* Discretion and confidentiality
* Prioritise work and work on several tasks at any given time

**Education & Work Experience**

* Desirable track record in working as PA or senior-level secretary
* NVQ Level III in Business & Administration

**Other**

* Level of DBS needed – Enhanced.

TTE is a progressive employer committed to achieving the very highest standard of Health & Safety, Quality and Service to our customers.

Any offer of employment will be subject to pre-employment checks, including the receipt of a satisfactory DBS Enhanced Disclosure, production of satisfactory references and proof of relevant qualifications, proof of right to work in the UK.

**TTE IS AN EQUAL OPPORTUNITIES EMPLOYER & COMMITTED TO SAFEGUARDING, SAFER RECRUITMENT PRACTICES, HEALTH AND SAFETY, EQUAL OPPORTUNITIES AND PROMOTING BRITISH VALUES.**