



ADMINISTRATOR Job Description

Location: Hybrid
Office (Bangor or Aberduna, Maeshafn)
Working from home

Responsible to: Ecology Director
Contract Type: Permanent
Hours: 28 hours a week over 5 days
Salary (pro rata): £24.5K (FTE) [Pro rata £19,600]

OVERALL PURPOSE OF THE JOB

The role provides essential administrative and coordination support to ensure the smooth and efficient delivery of ecological projects.

The postholder will work closely with the team to manage enquiries, support project setup and scheduling, maintain accurate records, and assist with financial and operational processes. The role also supports compliance with company systems and standards, including quality, environmental and health and safety requirements.

MAIN RESPONSIBILITIES

- Act as a first point of contact for client enquiries and maintain accurate records
- Set up and maintain projects within company systems, ensuring information is up to date
- Coordinate survey schedules, site access, and logistics with staff, clients and subcontractors
- Provide administrative support to projects, including quotes, invoicing and timesheets
- Maintain organised project documentation and data
- Support subcontractor and supplier coordination
- Assist with compliance systems, including quality, environmental and health & safety
- Provide general administrative support to ensure the smooth running of the business

ADDITIONAL INFORMATION

All staff are ambassadors for the organisation both internally and externally and are expected to always act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Personal Qualities		
Strong communication skills and professional manner	✓	
Team player with a collaborative approach	✓	
Self-motivated with the ability to work independently	✓	
Well organised with strong time management	✓	
Experience and Competencies		
Excellent written and verbal communication skills	✓	
Strong organisational skills and ability to prioritise workload	✓	
High level of accuracy and attention to detail	✓	
Experience in an administrative or project coordination role		✓
Knowledge and Skills		
Competent in Microsoft 365 or equivalent office systems	✓	
Experience using project management systems (e.g. Scoro)		✓
Understanding of ecological consultancy or environmental sector		✓
Welsh Language Ability		✓

*Info for insurance purposes only:
Percentage of clerical vs manual tasks in this role:
100% clerical/0% manual*