



Business Administrator

Job Title: Business Administrator

Reporting To: Operations Manager

Location: Remote

Salary: £24,000 – £28,000 per annum (pro-rata for part-time)

Contract Type: Full Time, Permanent

Role Overview

The Safety Department Ltd is looking to recruit a Business Administrator to support the operational delivery of our health and safety services. This role is ideal for someone with excellent organisational and communication skills, who enjoys working in a fast-paced, detail-oriented environment.

You will be responsible for arranging and coordinating site inspections, audits, and meetings, and supporting our Principal Designers and Health & Safety Advisors with administrative tasks. You will play a key part in helping us deliver high-quality, compliant, and professional services to our clients.

This is a remote role with some flexibility, and full training will be provided.

Key Responsibilities

Coordination & Scheduling:

- Schedule site inspections, audits, and client meetings.
- Manage internal calendars and coordinate consultant availability.
- Confirm appointments with clients and issue relevant joining instructions or documentation.

Administrative Support:

- Assist Principal Designers and H&S Advisors with document preparation and tracking.
- Prepare meeting agendas, take minutes, and circulate follow-up actions.
- Support the production and formatting of reports, plans, and safety files.

Client Liaison:

- Act as a point of contact for general client enquiries and routine communications.
- Liaise with client teams to confirm access and documentation needs for site visits.

System and Data Management:

- Maintain accurate records of scheduled activities, inspection reports, and deadlines.
 - Use systems such as SharePoint, SafetyCulture, and Microsoft 365 to manage workflows.
 - Upload documents, maintain version control, and ensure file accuracy.
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Essential Qualifications and Skills

Experience:

- Prior experience in an administrative or coordinator role.
- Experience supporting a consultancy or construction environment is desirable.

Technical Skills:

- Strong proficiency in Microsoft Office (Word, Outlook, Excel, Teams).
- Comfortable using cloud-based platforms like SharePoint, Dropbox, or Google Drive.
- Experience with scheduling tools or CRM systems is a plus.

Attributes:

- Strong organisational skills and attention to detail.
- Confident communicator, both verbally and in writing.
- Able to manage multiple tasks and priorities with minimal supervision.
- A proactive approach to problem-solving and supporting team members.

Other Requirements:

- Set up and able to work from home with good connectivity and no distractions.
- Willingness to learn and develop within the role.