

JOB TITLE	Administrator
LOCATION	Aberdeen, UK
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

Our client is resourcing for an experienced Administrator to work in their Aberdeen office. The ideal candidate will have previous Oil & Gas experience – SharePoint experience is essential.

JOB RESPONSIBILITIES

The main duties associated with this role, but are not limited to –

- To support the team daily to ensure the delivery of general administration tasks.
- Accurately update spreadsheets, trackers and all applicable documents when required.
- Work closely and communicate effectively with other staff.
- Deal with general enquires.
- Adhere to company administration policies.
- Update and upload documents onto SharePoint.
- Undertake any additional duties associated with the role when required.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Good communication.
- Interpersonal and organisational skills.
- Excellent time management with the ability to work independently and as part of a team.
- Strong IT and administration skills.
- Proficient with Microsoft Office software.
- Ability to work in a fast-paced environment and meet deadlines.