

Job description - Business Support Officer (PB6b)

Job summary

Based at our District office in Pickering, you will be part of a team of six Business Support staff who support the varied aspects of our daily work.

We are looking to recruit a Business Support Officer to help manage our compliance in areas such as Health & Safety, training, building management and fleet administration. The role will also support our harvesting function and elements of finance support.

Key responsibilities & accountabilities

- Maintain accurate records to support our fleet vehicles and be the main point of contact for the purchase, recording and distribution of both PPE and corporate clothing.
- Act as Training Coordinator, maintaining training records and supporting compliance with organisational and statutory requirements.
- Coordinate harvesting operations through contract administration, issuing weight tickets and stock records, and providing cover for the sustainable forestry function during periods of absence.
- Support financial administration activities, including raising purchase orders processing invoices, and maintaining accurate financial records in line with procedures.
- Provide comprehensive administrative support to the Office Manager for People.
- Communicate and engage effectively with a range of people, including internal and external staff and stakeholders. This will include dealing with stakeholder enquiries promptly and courteously by email, telephone, letter or in person, referring to the relevant lead where appropriate.
- Support the development of systems and procedures where necessary to ensure efficiency, quality and cost effectiveness across the business support and administration function.
- Answering telephone calls, booking meeting rooms, assisting visitors to the office, dealing with mail (physical and electronic) and other administrative tasks requested by the Office Managers
- Responsible for organising and controlling own workload ensuring deadlines are observed and duties performed efficiently.

You will also be an integral part of the Business Support Team, providing a back-up service for your colleagues in times of absence and peak workloads and any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- Very competent IT user with practical experience of Microsoft Office
- Experience of working in an office environment, ideally providing administrative support
- Excellent interpersonal and communication skills and the ability to work as part of a team
- Strong organisational skills, good attention to detail with a problem-solving approach.
- Experienced at working under pressure handling multiple tasks and prioritising own workload

Desirable professional and technical experience

- Proven working experience in either a health & safety or training environment.
- Financial administration experience

Qualifications

Essential

- Maths and English GCSE/O'Level at Grade 4/C or equivalent