

Employer: Ogilvie Fire Protection

Vacancy: Office Administrator

Hours: Up to 30 hours

Salary: 12.21 per hour: National Living Wage

Working pattern: TBC

Job summary

Ogilvie Fire Protection is a leading and expanding name in the vital fire safety sector. We are committed to delivering exceptional fire protection services and solutions across various environments. As part of the respected Ogilvie Group, a family business with over 60 years of success, we pride ourselves on our people, quality workmanship, and innovative approach

We are looking for a proactive and detail-oriented Office Administrator to join our busy team in Washington, Tyne & Wear. The successful candidate will play a crucial role in ensuring the smooth and efficient running of our office operations. This position offers an excellent opportunity for an individual looking to develop their skills and grow within a dynamic company operating in a vital industry. The core purpose of this role is to provide comprehensive administrative support, thereby reducing the administrative workload for senior staff and contributing to the overall efficiency and continued growth of the business.

Essential skills, experience and qualifications

What do we expect to see from you?

	<p>We are seeking a self-motivated and enthusiastic individual who is eager to contribute to a growing business in the critical fire protection sector. The ideal candidate will possess:</p> <ul style="list-style-type: none">• A proactive and "can-do" attitude.• Excellent organisational and time-management skills with the ability to prioritise tasks effectively.• Strong communication and interpersonal skills, both written and verbal.• A keen eye for detail and a commitment to accuracy.• The ability to work independently and as part of a team.• A willingness to learn new skills and adapt to changing priorities.• A genuine interest in contributing to the continued growth and success of the company by reducing administrative overhead for senior staff.• Proficiency in Microsoft Office Suite (Word, Excel, Outlook) is desirable.• Previous experience in an administrative role would be an advantage, though not essential for a candidate demonstrating strong potential and a willingness to learn.
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