PART-TIME SENIOR ADMINISTRATOR
JOB PROFILE/DESCRIPTION

Location: Office Based, Chandler's Ford
Hours: 25-30 hours per week (Monday to Friday, 5-6 hours per day)
Reporting to: Administration Manager

Job Purpose

We are seeking an experienced and highly organised Senior Administrator to provide comprehensive administrative support to our Directors and wider business operations. This is a varied and busy role requiring excellent organisational skills, attention to detail, and the ability to manage multiple priorities.

The successful candidate will play a key role in supporting senior leadership, coordinating staff training and compliance activities, assisting with facilities management, and providing general administrative support across the business.

Key Responsibilities

Director Support

Provide dedicated administrative support to Directors, including:

- Managing and maintaining Director diaries
- Arranging client meetings and appointments
- Booking meeting rooms and coordinating meeting logistics
- Printing and preparing documentation
- Processing Director expense claims
- Managing Director emails and telephone calls where appropriate
- Responding to ad hoc requests and administrative tasks

Staff Training & Compliance Administration

Manage and coordinate internal training and compliance requirements, including:

- Setting up login details for new employees
- Maintaining Continuing Professional Development (CPD) records for all staff
- Booking external and internal training courses
- Administering Fit and Proper Declarations
- Coordinating AML refresher training
- Managing other staff training requirements and course bookings

Business Administration

- Monthly billing administration
- Processing daily incoming post
- Managing Directors' filing and document storage
- Supporting various teams with ad hoc administrative tasks

Facilities Support

Assist with facilities management activities, including:

- Conducting monthly office safety checks
- Undertaking fire alarm call point testing
- Completing monthly emergency lighting tests
- Monitor and managing maintenance issues
- Liaising with external contractors and service providers

Reception & Team Support

- Providing reception cover during periods of annual leave, sickness absence, and lunchtime cover when required
- Supporting and covering the Administration Manager during annual leave, sickness absence, and on Fridays
- Assisting with the preparation and administration of Accounts Packs
- Providing administrative support to departments across the business as required

HOPPER WILLIAMS & BELL
Person Specification

Criteria	Essential	Desirable
Skills and Experience	• Previous experience in an Administrator, Executive Assistant, Secretary or similar administrative role • Excellent organisational and time management skills • Strong attention to detail and accuracy • Ability to manage multiple priorities and meet deadlines • Professional and confident communication skills • Proficiency in Microsoft Office applications including Outlook, Word and Excel • Ability to work independently and use initiative • Experience handling confidential information with discretion • Have a can do attitude	• Experience supporting senior management or directors • Previous experience coordinating training and compliance activities • Facilities or office management experience • Experience within a professional services environment
Personal Attributes	• Reliable and conscientious • Organised and proactive • Willing to learn and develop new skills • Able to work independently and as part of a team • Calm and organised, even during busy periods • Professional and approachable • Flexible and willing to assist across different areas of the business	

	• Able to build positive working relationships with colleagues at all levels.	