

Job Description

Remote administration operator

31.07.2026

- Excellent written and verbal communication skills.
- Competent in understanding and communicating in English in a professional manner.
- Capable of managing office telephone during the working hours.
- Organise and manage meeting schedules and diaries for directors and employees.
- Organise and manage holiday calendars.
- Coordinate and schedule training sessions with multiple manufacturers and external providers.
- Capable of preparing specifications and other technical documentation under the guidance of senior members of staff.
- A motivated team player with the ability to work collaboratively.
- Punctual, reliable, and committed to contributing to the company's growth.
- Prepare and send follow-up emails to clients and industry partners under the guidance of senior members of staff.
- Complete various engineering forms and documentation accurately under the guidance of senior members of staff.
- Attend online meetings with the engineering team and record minutes using AI-assisted tools or Microsoft Word.

Remuneration package

- Negotiable salary package
- 18 days of annual leave, excluding UK bank holidays (not applicable to non-UK/non-EU citizens)
- 1x discretionary bonus

T&Cs

- *All applicants within UK will be subject to visa and employment conditions*