



Suite 2010, 6-8 Revenge Road, Lordswood, Chatham, Kent, ME5 8UD
www.oakespowerservices.co.uk
Email: info@ops-ltd.co.uk Office: 01634 940796
VAT No: 216009935 Company No: 09613100

Office Administrator

About us

Oakes Power Services Ltd is an Electrical Power Solutions provider based in Kent. We are professional, agile, organisation and our goal is to provide open and collaborative solutions within the UK Power Sector whilst becoming a key provider as the UK moves towards Net Zero. We currently operate across a number of sectors from Rail to Construction & Renewables.

Our work environment includes:

- Growth opportunities
- collaborative and supportive working environment
- Relaxed and comfortable office environment

We are seeking a highly motivated Administrator to join our team. This position will be responsible for answering incoming calls, scheduling meetings, and assisting with the general day-to-day operations of the office and back office support of our ERP systems. Our ideal candidate will have a minimum of two years' experience in an office setting, strong communication skills, and a strong work ethic.

Responsibilities:

- Maintain daily operations of the company.
- Monitor progress of operations and make adjustments as necessary.
- Carry out compliance and project admin tasks
- Schedule a series of events and manage individual and group assignments as necessary.
- Communicate internal/external issues to relevant parties.
- Organise and distribute paperwork to relevant parties.
- Sit in on meetings when needed.
- Develop reasonable work schedules.

Job Type:

Full-time

Benefits:

- Company pension
- Employee mentoring programme
- On-site parking
- 25 Days annual Leave
- Company Bonus Scheme



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Schedule:

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Offices based in Gillingham Kent: reliably commute or plan to relocate before starting work (required)

Experience:

- Office: 2 years (required)

Language:

- British (required)

Work authorisation:

- United Kingdom (required)