

JOB DESCRIPTION



JOB TITLE	Administrator
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As an Administrator at OCS, you will play a key role in supporting the smooth and efficient running of day-to-day operations. You will be responsible for a wide range of administrative tasks, including recruitment coordination, document management and stakeholder support, ensuring processes are delivered accurately and in line with company standards.

This is a fast-paced and varied role, offering an excellent opportunity to further develop your administration and organisational skills within a professional Facilities Management environment.

KEY TASKS & RESPONSIBILITIES

- Support recruitment activities, including resourcing, arranging interviews, managing offers, vetting and start dates
- Raise purchase orders and ensure accurate receipting of goods
- Take and record meeting minutes, ensuring accurate documentation where required
- Support the preparation of monthly KPI reports and presentations
- Handle telephone and email queries, providing timely and professional responses
- Respond to staff enquiries (e.g. parking permits, general queries)
- Maintain accurate records and ensure all administrative processes are completed in line with company procedures

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- NVQ Level 3 in Administration or equivalent qualification/experience.
- Experience working in a busy administrative or office environment
- Strong organisational skills, with the ability to manage multiple tasks and priorities
- Advanced IT skills, including Microsoft Word, Excel and Outlook
- Ability to support or create PowerPoint presentations
- Excellent attention to detail and accuracy
- Strong communication skills, with the ability to interact with a range of stakeholders
- A proactive, reliable and professional approach to work

WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: