

Business Support Administrator

Newark based role.

The Business Support Administrator will provide comprehensive administrative assistance across business support and operational teams. Key responsibilities include processing and monitoring documentation, maintaining accurate records within centralised systems, preparing meeting minutes, creating and tracking purchase orders, and liaising with internal department leads and external suppliers.



OFFICE AND BUSINESS SUPPORT

- Provide central business support to the Newark Head Office and departmental teams.
- Create and format documents using MS Word, Excel, PDF, and Outlook.
- Assist with reception cover and duties on a rotation basis.
- Represent Aarsleff Ground Engineering Ltd in a professional manner at all times.
- Undertake any additional administrative duties as required to support business operations.

PROJECT ADMINISTRATION

- Monitor and control incoming site paperwork (via post and/or App) to ensure timely receipt.
- Scan and upload records and data into relevant files.
- Assist operational staff in preparing project folders, O&M Packages and arrange transport deliveries.
- Attend internal meetings as required and produce accurate minutes for distribution.
- Assist with the management of the company fleet and internal processes.

PERSON SPECIFICATION

- Competent using MS Word, Excel, Outlook.
- Friendly, approachable, and professional manner.
- High level of accuracy and attention to detail.
- Organised and calm under pressure.
- Proactive, positive and flexible to the needs of the business and the role.
- Ability to prioritise own workload and work of others to meet deadlines and achieve targets in a fast-paced environment.

QUALIFICATIONS & EXPERIENCE

- Administration experience (minimum 2 years preferred).
- Good level of English (verbal, written) and maths.

BENEFITS

- Medical Cash Plan
- Discretionary Annual Bonus Scheme
- Service Related Holidays
- Pension
- Life Assurance

HOW TO APPLY

Written applications to:

FAO HR
Aarsleff Ground Engineering, Hawton Lane,
Balderton, Newark, Nottinghamshire, NG24 3BU

Email: recruitment@arsleff.co.uk
Phone: 01636 611 140



*It is the policy of Aarsleff Ground Engineering Ltd to comply with all relevant legislation regarding Equal Opportunity and Diversity.