

Job Profile

Office Administrator

Based from Belfast Office

Who are we?

Fichtner Consulting Engineers Ltd is a leading technical consultancy with a reputation built on over 34 years of successful projects in the UK and Ireland. Our purpose is to facilitate the investment and delivery of energy infrastructure projects that positively influence the energy transition. Our success comes from the unique combination of skills and experience that continuously evolves. Our Engineers and Consultants support some of the most innovative energy projects across the UK and Ireland; providing design, intellectual, and engineering services to developers, investors, and owner-operators.

We are looking to engage an experienced Office Administrator on a permanent basis. You should have prior administrative, and facilities support experience and will be based at our Belfast office supporting 17 professional engineers across Ireland. We are open to discussing this role based on either full time (40) or part time (25) hours over 5 days.

What are we looking for?

- Maths and English GCSE passes, or equivalent
- Ideally a customer service, business or administrative college/FE qualification
- Located in Belfast with access to the city centre
- Prior experience with business administration
- A responsive and enthusiastic personality
- Shows a commitment to their own continued learning and development

The role will involve:

- Professionally answer and direct incoming calls and messages to the Belfast and Dublin offices
- Manage meeting room bookings and organise meeting facilities (e.g. catering)
- Proactively monitor office security and safety throughout the working day
- Act as chief fire warden in the event of a fire evacuation
- Maintaining and ordering office supplies (stationary, food and drinks, cleaning supplies etc.)
- Maintaining and ordering a small stock of safety (PPE) equipment
- Liaise with the building manager and reception team
- Liaise with external office support providers (e.g. the office cleaners)
- Liaise with Stockport office with the organisation of local social activities, quarterly staff meeting attendance, interviews etc
- Other tasks or duties as requested by a Director, the Office Manager, the Head of Fichtner in Ireland or Belfast/Dublin office team leaders
- Prior project administration/document control support experience would be an advantage

What can you expect from us?

At Fichtner we greatly value our employees and offer a flexible approach to the working environment. We have a team of mental health first aiders and wellbeing champions on hand for support and provide the opportunity for our staff to give back to our local community, through charitable events, STEM, and community work experience. We operate with the mantra that we all look out for each other, making sure we continually review our working practices to create the best experience for all. As part of the team, you can expect:

- A competitive salary
- Up to 20% of salary bonus scheme
- Cycle to work scheme
- 5% pension contribution
- Private healthcare (BUPA)
- Team and company social events, including a family barbecue, Christmas Party, and team activities

- Milestone scheme celebrating years spent as part of the Fichtner team!

If you are interested in applying for this role, please email recruitment@fichtner.co.uk with your CV and a brief cover letter to introduce yourself and let us know why you are a good fit for us.

When sending over your CV, please take a moment to review our [privacy statement](#) regarding how we process your personal data within our recruitment process.

Fichtner Consulting Engineers is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give of their best every day.