THOMSON GRAY

Job Description: Business Administrator/Office Manager (Edinburgh)

Position Overview

We are seeking a detail-oriented and proactive Business Administrator/Office Manager to join our growing team. This role will involve providing essential administrative support to our Edinburgh office while collaborating closely with our full support team.

- Full-time 37.5 hours per week (4 days in office)
- Competitive package (dependent on experience) and benefits

Key Responsibilities

Administrative Support

- Provide comprehensive administrative assistance to the business functions (meeting minutes, trackers, reports etc)
- Maintain digital filing systems.
- Manage correspondence, phone calls, and company email
- Schedule meetings, appointments, and coordinate calendars for Strategic Board of Directors
- Prepare reports, presentations, and documentation as required
- In collaboration with the Glasgow Office Manager, manage office supplies and equipment inventory
- Prepare reports, presentations, and documentation as required
- Support general office operations and procedures

General Duties

- Primary contact in the office
- General office upkeep - facilities / building support
- Data entry and database maintenance – (Capsule CRM / Breath HR)
- Coordinate with external suppliers and contractors
- Support compliance and quality assurance processes
- Assist with project administration as needed

Essential Requirements

Experience & Skills

- Minimum 2+ years administrative experience, preferably in a business environment

- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organisational and time management abilities
- Experience with document management systems
- Attention to detail and high level of accuracy

Personal Attributes

- Proactive and self-motivated approach
- Ability to work under pressure and meet tight deadlines
- Discretion and confidentiality when handling sensitive information
- Team player with excellent interpersonal skills
- Adaptable and flexible to changing priorities
- Problem-solving mindset
- Knowledge or experience in Adobe InDesign/Canva (not essential)

Desirable Requirements

- Knowledge of CRM systems
- Basic understanding of marketing and communications principles
- Qualification in Business Administration or related field
- Experience with project management tools

How to apply

Please send a CV and cover letter detailing your experience to recruitment@thomsongray.com, with the subject line Thomson Gray Business Administrator.

Thomson Gray is an equal opportunities employer. We welcome applications from all backgrounds and seek to support flexible working arrangements.