



The future happens here

## **JOB DESCRIPTION**

**POSITION TITLE:** Office and Admin Assistant

**BUSINESS UNIT:** United Kingdom

**LOCATION:** London

**REPORTS TO:** MD United Kingdom

### **OVERVIEW:**

We are a global operator committed to be at the forefront of the global energy transition. In our mission to lead the transformation of the energy market, we are currently looking for an Office and Admin Assistant to support our United Kingdom Business Unit.

### **RESPONSIBILITIES:**

We are looking for an Office and Admin Assistant to manage our UK office on a daily basis. Responsibilities include but are not limited to:

- Managing visitors and coordinating the use of meeting rooms and other services i.e. catering, pass, IT
- Taking inventory of supplies and restocking as needed.
- Receiving deliveries; sorting and distributing incoming mail.
- Manage Office providers (cleaning, maintenance, IT, etc.).
- Providing general administrative and clerical support.
- Maintaining filing systems (electronic and physical), updating databases
- Provide support for company events, conferences, and workshops
- Organize travels (tickets, hotels, transfers, meetings. etc)
- Manage expenses (reconciling, filing and submitting on Unit 4)
- Be responsible for the Health and Safety reporting and assist with any changes required
- Assist colleagues and managers with administrative tasks and ad-hoc duties.
- Keeping the office neat and tidy

### **QUALIFICATION AND EXPERTISE:**

- 3 - 4 years of relevant experience in an office environment.
- Proficient in Microsoft Office.

### **SOFT SKILLS:**

- Comfortable multi-tasking and prioritizing tasks without guidance.
- Excellent interpersonal and communicational skills.
- Initiative.
- Ability to work independently and as part of a team.
- Attention to detail.

FRV is an equal-opportunity employer. At FRV we celebrate diversity and are committed to creating an inclusive environment for all employees.

The decision to hire or discharge in this process will be based on skills and competences alignment to the role's requirements.