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Office Administrator (Part-Time)

About Bright Ascension

We are a fast growing, innovative company changing the way that software is developed in the space industry. With customers across the world, ranging from universities and space agencies, to commercial organisations and start-ups, our core technologies enable our customers to develop and operate space-based systems and services faster, cheaper and more reliably. Innovation is at the heart of what we do and it is our team which drives that innovation; this is reflected in our commitment to employee ownership, which gives all of us a voice, and a stake, in our current and future success. With offices in Dundee, Edinburgh and Bristol we now have nearly 40 members of staff and plans to expand to a team of around 50 over the next 12 months. We are at a very exciting time in our ambitious growth plans and have fantastic opportunities for talented individuals to join our team.

Job summary

We are looking for a motivated and enthusiastic Office Administrator to work alongside our CEO and senior management team. This will be an interesting and varied role, providing a wide range of administrative support for the business and some PA duties for our CEO. The ideal candidate will be a highly organised individual, who can work with autonomy, anticipate issues, and proactively identify and prioritise tasks. Excellent communication skills and a friendly, approachable manner are a must. This is a newly created role with the opportunity to make the position your own, to help drive efficiency and make our lives a little easier!

We see this role as being part time at around 20-25 hours per week, although this is flexible and negotiable. This is a hybrid role with a combination of home and office working; ideally we would like this role to be based in Dundee to allow for regular face-to-face interaction with the CEO and the teams responsible for finance, product management, business development, sales and marketing.

Key responsibilities

The key day-to-day tasks will include:

- Providing a full range of administrative support for the company, including overseeing the preparation, filing, and archiving of documents, minute taking, and departmental support.
- Monthly and ongoing finance administration including assisting with purchasing, invoicing, expenses, and payroll support.
- Diary Management- assisting with diary organisation, scheduling meetings, communicating important dates, updating the CEO with regards to their schedule.
- Email management- overseeing the CEO’s inbox, creating actions accordingly, acting as a filter to determine key information and updates that require the CEO’s attention.

- Coordinating and booking travel across the business.
- Helping with the delivery of projects and dealing with ad hoc requests.

Personal skills

We're especially looking for:

- An independent and organised approach to work, foreseeing what needs to be done and taking the lead.
- Strong verbal and written communication skills, both for internal and external, customer facing, interactions.
- Someone who works well under pressure and who can pivot quickly to prioritise the different needs of the business.
- Someone who works well both independently and in a team as part of a fast-paced technical environment.
- Strong IT skills with the ability to pick up new systems quickly.
- Previous experience in administration and/or supporting directors would be advantageous.
- Diligence, creativity, being solution and detail orientated would benefit anyone in this role.
- Someone who wants to make a strong contribution to the business, financially but also in terms of team culture and values. You enjoy making an impact and shaping how businesses operates.
- An interest in learning new skills and being open to new ideas and ways of working.
- Previous experience with a start-up or tech business would be a bonus.

What we can offer you

- A competitive salary in the range of £25k-£30k pro-rata depending on experience, with regular reviews.
- A fantastic opportunity to join a growing, innovative, employee-centred business pushing boundaries in the space industry.
- Flexible working based around core hours and options to work remotely or from one of our offices, enabling you to create your ideal work life balance.
- 36 days paid holiday per annum (calculated pro-rata for part time).
- 6% employer pension contribution.
- Company Sick Pay and Long-Term Sickness cover.
- Death in Service payment.
- As a member of the Bright Ascension team you would have a stake in the business

through our Employee Benefit Trust which owns 13% of our business.

- Opportunities for international travel for exhibitions and trade shows.
- Investment in you and your skill development and the opportunity to attend relevant events and conferences to aid career / skill development.
- Company events and regular activities for social engagement and team building.
- An open, supportive, inclusive environment where you can explore your ideas and make a big difference to the product and business.

To apply please send your CV along with a Cover Letter to
careers@brightascension.com

All applicants should have the right to work in the UK.

Read more: **www.brightascension.com**