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# People & Workplace Administrator

## 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 over 40 members of staff and plans to expand to a team of around 60 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 an experienced and motivated People & Workplace Administrator to join our team. This interesting and varied role will oversee the smooth running of daily office operations and will provide a range administrative support, primarily for the HR function. 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, attention to detail and a friendly, approachable manner are a must.

We see this role as being full time, although this is negotiable. This role will be based in Edinburgh, on a hybrid basis with a minimum of 3 days a week onsite and occasional visits to our Dundee office, to allow for effective office management. However, we are happy to discuss working arrangements and preferred days with the right candidate.

As a member of the Business Support team the key responsibilities would be:

- HR admin support including staff onboarding, offboarding, updating personnel records and recruitment support for the Head of People
- Management of the monthly payroll process
- Office and facilities management- taking ownership of our two offices in Edinburgh and Dundee, and our shared workspace in Bristol
    - Ensuring office spaces are well maintained and run efficiently
    - Liaise with building managers, landlords, cleaners and vendors
    - Ownership of office related contracts including telephone services
    - Management of post and deliveries
    - Managing office and team equipment, maintaining and ordering office supplies
- Supporting team communications including a monthly newsletter and quarterly updates
- Event planning for biannual company-wide events and quarterly board meetings

- Scheduling, minute taking and management of action lists for key departmental and board level monthly and quarterly meetings
- Overseeing company insurance policies
- Coordinating and booking travel across the business
- Providing a full range of administrative support for the company, including overseeing the preparation, filing, and archiving of documents
- Helping with the delivery of projects and dealing with ad hoc requests

## *Essential skills and experience*

We see experience with the following as essential to the job:

- Experience supporting HR and People related operations
- Experience in office and facilities management
- Previous experience in administration including minute taking and managing travel
- Strong IT skills (particularly M365- Excel, Forms, Planner, SharePoint)
- Previous experience with payroll processes

## *Personal skills*

We're especially looking for someone with:

- A confident, friendly and approachable personality
- An independent and organised approach to work, foreseeing what needs to be done and taking the lead to ensure deliverables are met
- A solution orientated mindset identifying and implementing process and system improvements
- Strong verbal and written communication skills, both for internal and external, customer facing, interactions
- The ability to work well under pressure and to pivot quickly to prioritise the different needs of the business
- The ability to work both independently and in a team as part of a fast-paced technical environment
- Attention to detail
- An interest in learning new skills and being open to new ideas and ways of working
- The ability to handle confidential information with discretion

## *Desirable skills and experience*

- Previous experience with a start-up or tech business would be advantageous
- Experience with event planning

## *What we can offer you*

- A competitive salary in the range of £30k-£35k depending on experience, with regular reviews

- A fantastic opportunity to join a growing, innovative, employee-centred business pushing boundaries in the space industry
- Flexible hours and hybrid working, enabling you to create your ideal work life balance
- 36 days paid holiday per annum
- 6% employer pension contribution
- Enhanced Company Sick Pay and Long-Term Sickness cover
- Death in Service payment
- Option to join our Share Incentive Plan after probation
- 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
- Enhanced maternity, paternity and adoption pay
- 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 products 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**