

Immediate Vacancies for a Business Administrator – April 2023

Eden Nuclear and Environment is a small, friendly, employee-owned and growing consultancy business. We are looking for a Business Administrator to join our team in Penrith, Cumbria. This exciting role involves working alongside the Business Manager, the QMS Manager and project managers.

You will:

- help to maintain financial records on Sage software (training can be provided if required);
- monitor and update health and safety information;
- manage the main office;
- organise business meetings, and take minutes;
- undertake a wide variety of administration tasks.

You should be able to:

- use spreadsheets and complete calculations accurately;
- communicate clearly in writing;
- work and interact constructively with colleagues, clients and suppliers;
- learn the specifics of our processes and apply them with attention to detail;
- prioritise and work to tight deadlines.

Business administration and finance experience or qualifications to A level standard or equivalent NVQs would be beneficial, but not essential.

There are lots of benefits:

- an equivalent full-time competitive salary of £25,000 - £28,000 dependent on experience;
- participation in a company profit share scheme, which can add significantly to basic salary;
- flexible working arrangements;
- periodic issue of free shares via a tax efficient scheme;
- generous annual leave and all public and bank holidays.

The post is based in our Penrith office, which has free parking on site. The post is part time with working hours and days subject to negotiation.

If you are interested, please send your CV with a covering letter demonstrating how you meet the criteria identified above to admin@eden-ne.co.uk. Please apply by 24th May 2023. Interviews will be held in late May / early June. If you would like to discuss further, please phone us on 01768 868985 and ask for Andrea Runkee.