

Office Administrator / Manager

PBA Applied Ecology was established in 2010 and has grown to become one of the UK's most respected specialist ecology practices. We provide ecological and environmental services to industry, utility and conservation bodies across the north of England

We are based near Giggleswick, within walking distance of Settle.

The Role

We are seeking an office administrator with the experience and potential to progress to office manager to play a key role in the efficient running of this busy, professional and fast-growing small business. You will be providing support to ensure the smooth running of the business and contribute to the company's continued growth.

Duties to include:

- Organising and keeping the office functioning smoothly; maintaining office/business supplies and consumables; arranging annual servicing
- Reception duties / telephone answering
- Liaising with our external IT manager to maintain computer systems – troubleshooting issues
- Maintaining tidiness/order of server-based computer files
- Supervising the external cleaning contract and ensuring that the premises are kept clean, safe and tidy
- Assisting with marketing including maintaining the company website, social media posts and contributing to the social media strategy; assisting with production of newsletters
- Promoting the company brand and maintaining professional profile
- Assisting with the administration of company accreditations including health and safety, cyber security and quality management
- Maintaining personnel records; training records and booking training courses
- Recruitment administration including processing applications, arranging interview schedules and liaising with candidates
- Practical set up for new staff and assisting with the induction process
- Setting up and monitoring completion of time sheets
- Providing finance and business development teams with support in project set up.
- Taking notes at team and other meetings
- Preparing information for internal meetings and reports
- Arranging/organising company social events
- Anything else required for the smooth running and success of the business.

Essential Criteria

- Has a practical approach to problem solving
- Good team player and enjoys working with others
- Is discrete, empathetic and has an appreciation of good HR skills
- Competence with computers and office software
- Adaptable and has a “can do” attitude
- Able to express themselves clearly, verbally and in written work, using everyday English
- Familiarity with the basics of effective marketing
- Enthusiastic and willing to learn
- Good powers of concentration-and an ability to work on own initiative to prioritise and complete conflicting tasks
- Lives locally

Desirable Criteria

- Interest in natural science, ecology and the natural environment
- Creative, able to develop ideas and make decisions
- Methodical in approach to tasks and has good powers of persuasion

Hours of Work

3 days per week (Monday, Wednesday, Friday)
(flexible start and finish times between 8am and 6pm)

Starting Rate of Pay

Salary commensurate with relevant experience

How to Apply

Please send your CV, together with short letter explaining why you are right for this opportunity:

enquiries@pba-ecology.co.uk

Closing date: 29th October 2025

14/10/2025