



Office Administrator:

At Quintessential Offices, we pride ourselves on delivering premium, flexible workspaces and exceptional member experiences. Our team is dedicated to creating inspiring workplaces where businesses can thrive. As we continue to grow, we're looking for a proactive and detail-oriented Office Administrator to support the daily operations of our head office team and ensure everything runs smoothly and efficiently.

Job Description:

The Office Administrator will play a key role in maintaining an organised, efficient, and welcoming office environment for the Quintessential team. This position supports the management team with administrative tasks, arranging travel and accommodation, scheduling meetings, maintaining office supplies, record keeping and financial tasks.

Key Responsibilities:

- Provide comprehensive administrative and clerical support, including drafting, formatting, and preparing documents, spreadsheets, reports, and memos.
- Organise and coordinate team meetings, and arrange travel and accommodation for executives and staff when required.
- Oversee day-to-day office operations by maintaining supplies and equipment, and ensuring the Quintessential office remains organised and presentable.
- Maintain and update both physical and digital records, files, and databases, ensuring all confidential information is handled with discretion and in compliance with data protection policies.
- Support financial processes by tracking expenses for a number of departments.
- Assist with HR-related duties, including onboarding new employees, and managing the employee holiday and absence calendar.
- Contribute to the planning and organisation of company events, such as meetings, corporate functions, and team-building activities, including handling catering and logistical arrangements.

Requirements:

- Proven experience in an administrative or office management role (2+ years preferred).
- Excellent organisational and multitasking abilities.
- Strong written and verbal communication skills.
- High attention to detail and a proactive approach to problem-solving.
- Proficient in Microsoft Office Suite and general office software.
- Professional, friendly, and client-focused attitude.
- Ability to maintain confidentiality and handle sensitive information.

What We Offer:

- Competitive salary.
- A supportive and inclusive work environment.
- Opportunities for professional growth and development.
- The chance to be a part of a growing office community.
- Gym & Wellness Facilities.

**How to Apply:**

If you are ready to join a vibrant and dynamic team, please submit your resume detailing your relevant experience and why you would be a great fit for Quintessential Offices. If you have any additional questions on the role please email careers@quintessentialgroup.co.uk.

Quintessential Offices is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Full-time**Pay:** £25,000**Expected hours:** 9am-5pm | Mon- Fri**Benefits:**

Company events

Monthly work breakfasts and lunches

Free wellness classes & gym access

Paid volunteer time

Schedule:

Day shift

Monday to Friday

No weekends

Education:

GCSE or equivalent (preferred)

Experience:

Customer Service: 2 year (preferred)

Administrative experience: 2 year (preferred)

Language:

English (preferred)

Work Location: In person | 276 St Vincent Street, Glasgow G2 5RL.**Job Type:** Full Time**Job Location:** Glasgow City