

POSITION PROFILE

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| Position: | Corporate Services Assistant | Department: | Corporate Services |
| Postholder: | | Section: | People and Corporate Services |
| Reports to (position): | Corporate Services Manager | Location: | Aberdeen |
| Date of Issue: | 18/10/2023 | Prepared By / Approved By: | KC/LM |

COMPANY OVERVIEW:

Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland. We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in energy workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.

To ensure a safe workforce of the future, OPITO delivers clear global standards and qualifications that utilise innovative workforce development solutions.

Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.

With operational hubs in four key regions – UK and Europe, Middle East and Africa, Asia Pacific and the Americas – OPITO drives safety and competency improvements to benefit the energy industry.

We pride ourselves on our Values. We have integrity. We collaborate. We are adaptive.

PRIMARY FUNCTION:

To provide all required business support to the UK-based Directors to assist them with the management and control of the global OPITO business.

DIMENSIONS

Core Competencies / Technical Requirements

- Proficient in all Microsoft Office packages
- Discretion in handling of confidential information
- Working knowledge of financial management systems – budget income and expenditure
- Working knowledge of databases and data management
- Excellent communication skills – verbal/written
- Flexible and adaptable
- Hands-on team member in smaller company environment
- Good organisational and time-management skills

Interfaces / Contacts

Internal

- All staff

External

- All external contacts (including but not limited to filtering calls, visitors, receiving and hosting visitors, making arrangements, purchases and attending meetings to take minutes, etc.)

PRINCIPAL ACCOUNTABILITIES

Main functions may include some or all of the following:

- Providing administration support across the company as a whole as required, including (but not limited to) minute taking, travel bookings and medical bookings (for staff)
- Receiving and hosting visitors
- Administration of all travel and accommodation requirements for staff and apprentices
- Undertake first aid and fire warden duties as per any formally assigned roles and assist with weekly fire alarm test
- Administration of all travel/accommodation/medical requirements for apprentices
- Reception cover when required including receiving visitors, dealing with incoming/outgoing mail and Teams overflow
- Undertaking projects and fulfilling other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities.

Health & Safety / Quality Assurance

Main functions may include some or all of the following:

- Demonstrate a personal commitment to Quality, Health, Safety and the Environment
- Comply with OPITO, and where relevant, Client Company's, Quality, Health, Safety & Environment Policies and Safety Management Systems
- Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded
- Adherence to waste regulation standards for confidential waste/recycling

People Management

Main functions may include some or all of the following:

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Qualification, experience, and attributes (Objectively required to undertake the role)

Some or all of the following may be required:

- Demonstrable experience in a similar role
- Proficiency in all Microsoft Office packages
- Hands-on team member in smaller company environment

Compliance:

OPITO have a number of policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day-to-day roles as well as helping them to comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements.

General:

Main functions may include some or all of the following:

- General Business Support Duties
- Undertaking projects and fulfilling other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities.