

Job title: Senior Administrator

Location: Wincanton

Contract: Permanent

The Role:

Working within the Consulting and Programme Services (CaPS) business stream, as part of the Operations team this role is to provide first class support for the internal & external customers of TP Group.

It is an exciting time for the CaPS team, with expected growth over the next two years of 100%. This is an extremely varied role, and has been created to ensure seamless end to end support. You will be involved in:

- Supporting HR function with new recruits and on-boarding process
- Ongoing support of the consultant/associate base
- Coordinating and processing Security Clearances
- Working with the account leads and partners to ensure CRM system is updated and ready for monthly reports
- Interface with Commercial & Finance teams for CaPS, and TP Group Business Development
- Interfacing with key stakeholders to ensure 'real time' information is available for the management team and wider TP Group
- Resolving queries and be able to turn your hand to the immediate jobs in hand
- General office management across 3 sites, i.e. liaising with landlord, local facilities support

The support team currently includes Commercial and Finance, with the Central Operations providing the hub for the flow of information for the whole business. Our aim is to be proactive rather than reactive, and this fast paced role provides variety with no two days the same. If you can think on your feet and like to be busy then this role is the right one for you.

Full training will be given on all our internal systems.

About You

Essential Requirements:

- Broad commercial acumen
- At least three years Senior Administration experience within a small to medium company
- Advanced Excel skills
- Excellent communications skills on all levels
- Be able to interface with key stakeholders
- Have the ability to prioritise tasks with minimum supervision
- Be a team player
- Be willing and able to undergo a security clearance upon joining the company

Preferred but not essential:

- Experience of using Access Dimensions accounts and Focal Point Project Management software
- Maximizer CRM system, updating opportunities and extracting data for reporting purposes
- Experience of processing BPSS & Security Clearances (full training will be given with the possibility of obtaining a DISA certificate)

About Us

We are a professional services and technology partner to global, defence, energy, space and intelligence & communications programmes.

Because of our forward-thinking teams, mission-critical equipment operates effectively in the world's most challenging environments. Whether sharing innovative solutions or manufacturing advanced systems, absolute trust is core to all we do. In addition to our Group head office made up of support roles we also have two core business streams which are:

- **Technology & Engineering.** Design, deliver and support high-integrity systems from our facilities in Portsmouth, Manchester and Melksham. Engineering teams apply advanced techniques to produce solutions for our customers which can be relied upon for long service life, in difficult or dangerous environments. These include: atmosphere control systems for nuclear submarines and thermal management systems for chemical processing and energy industries.
- **Consulting and Programme Services (CaPS).** Provide through life services to enable our clients to manage the evolution of their own systems and services, in their own domain. Leveraging our long heritage of experience of designing, delivering and supporting safety, mission and business critical systems, we provide individuals with domain leading knowledge, skills and experience who can work within client teams or take full responsibility for the delivery of outcomes.

Our people make us the successful company we are and have a TEAM TP Group culture. These values are:

- Achieve together
- Embrace responsibility
- Strive for excellence
- Build unity
- Challenge ourselves
- Have integrity in all we do

Company benefits include:

- 25 days' holiday
- Discretionary annual bonus scheme
- Company pension scheme

Other requirements

- Candidates must have an existing right to live and work in the UK.

- Candidates will need to undergo an internal BPSS check prior to gaining site access.
- Candidates will also need to either hold a current SC clearance or be willing and eligible to undergo a Security Clearance check (SC level) upon starting their employment with the company. To gain SC clearance you will normally need at least 5 years' UK residency.

To apply for this role, please send a CV and a covering letter detailing your current salary and benefits package to **hr@tpgroup.uk.com**