JOB VACANCY: SITE ADMINISTRATOR

We are recruiting for a Site Administrator to provide administrative support for our busy team based at our site in Long Marston. We are looking for someone who is comfortable working autonomously at times and is experienced in carrying out a range of administrative duties to ensure an efficient and professional service is provided to all stakeholders.

LOCATION: Long Marston

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00 Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Site administration, including HR and training activities
- Maintaining accurate documentation, filing systems and records for the site
- Dealing with queries from internal and external customers
- Data input to our bespoke management system
- Compilation of reports as requested

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

- Applicants with knowledge of HR and/or training activities is desirable, but full training will be provided
- IT literate with the ability to use a range of software packages including Microsoft Word, Excel and Outlook
- Excellent organisational, time management and communication skills
- Ability to prioritise tasks and work to tight deadlines
- Ability to develop good working relationships with colleagues, customers and business contacts
- Ability to adapt to changing demands and workloads, and to work effectively as part of a team
- Clear, effective communicator
- Ability to analyse data and deliver analytical reports to senior managers as necessary

APPLICATIONS:

Please either complete an application form or email your CV and covering letter to: recruitment@s-norton.com

POSTED: NOVEMBER 2026.

NO AGENCIES PLEASE.