



## RECRUITMENT BRIEF

### OFFICE AND PROJECTS ADMINISTRATOR

### LEEDS



Adept is a dynamic, strongly established civil and structural engineering consultancy with an excellent reputation for the delivery of complex and specialist projects.

Formed in 2007 by Erol Erturan, Matthew Ramsden and Richard Parker, Adept has grown to employ seventy engineers, technicians and support staff across bases in Leeds, London, Manchester, Sheffield, Birmingham and Hull. Since 2007, the business has delivered around 4,000 schemes with a total project value approaching £3.5 billion.

Our 'hands-on' Director-led approach ensures we carefully manage progress on every scheme. We invest in the best people who work collaboratively using the latest technology to deliver innovative, value-for-money civil and structural solutions on time and to budget.

The success of our approach is evident in our 80% repeat business rate, as clients trust us to consistently deliver reliable, high-quality results.

#### Our Sectors:

- Commercial
- Distribution
- Education
- Energy
- Extra Care
- Food Processing
- Healthcare
- Hotel & Leisure
- Listed buildings
- Residential
- Retail
- Warehousing
- Data centres



# The Opportunity

We are seeking a **Office and Projects Administrator** to provide day-to-day administrative support, manage project documentation, coordinate meetings, assist with onboarding, handle correspondence, support finance processes, and help ensure smooth office operations.

## KEY RESPONSIBILITIES

- Deliver day-to-day administrative support to the office and project teams.
- Manage incoming calls, emails, and correspondence, ensuring prompt and professional responses.
- Maintain and update project documentation, records, and filing systems (digital and paper-based).
- Assist with the preparation and formatting of reports, presentations, and project documents.
- Coordinate meetings, including scheduling, room bookings, and preparing agendas and minutes.
- Support onboarding of new starters, including induction packs and desk set-up.
- Liaise with suppliers and service providers for office supplies and equipment.
- Monitor and order office stationery and consumables as required.
- Assist with timesheet collection and data entry for project tracking.
- Support finance processes, such as invoice processing and expense claims.
- Ensure compliance with company policies, including data protection and health & safety.
- Organise and support company events, training sessions, and wellbeing initiatives.
- Act as a point of contact for visitors and ensure a welcoming office environment.
- Undertake any other duties as required to support the business and project delivery.

## SKILLS

### Requirements:

- Maths and English GCSE (Grade 4/C or above) or equivalent.
- Previous experience in an administrative or office support role.
- Excellent organisational and time management skills.
- Strong attention to detail and accuracy.
- Good written and verbal communication skills.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to prioritise tasks and work to deadlines.
- Professional and approachable manner.
- Ability to work independently and as part of a team

### Desirable:

- Higher education qualification (e.g. HNC, HND, or degree) in a relevant subject.
- Experience supporting engineering or construction project teams.
- Knowledge of project management processes or software.
- Experience with document control systems.
- Familiarity with basic finance processes (e.g., invoicing, expenses).
- First aid or health & safety training.





# Why consider this opportunity?

Our Leeds office is a high quality office space in a restored mill situated on the historical Farsley Town Street.

This is an exciting opportunity to join a forward thinking company. We are offering a competitive salary which is dependent on experience.

We are also offering a range of benefits inclusive of

- 22 days annual leave (in addition to bank holidays),
- Contributory pension,
- Electric vehicle scheme
- Cycle-to-work scheme
- Monthly gym membership contribution,
- Healthcare scheme,
- Free on site parking,
- Paid professional membership fees,
- Tailored training opportunities ,
- A discretionary profit and performance related annual bonus up to one month's salary,
- £100 birthday bonus

The successful candidate will be working with a highly motivated and committed team who successfully deliver an interesting and broad range of civil and structural engineering projects, within sectors such as healthcare, education and residential.

Our office is a friendly and supportive working environment. We genuinely believe in the benefits of providing a pleasant working environment where staff are respected, informed and given opportunities to better themselves.

We have a Social Committee who organise and run regular social events every year. Previous events included an American pool tournament, bowling tournament, a Krypton Factor Challenge, virtual golf tournament, a casino night out and monthly sponsored pub outings.



# Culture & Social Value

We know that a happy workforce leads to increased moral, productivity and efficiency.

## CULTURE AND TEAM

Our culture is based on being entirely staff and customer focused. We invest in tailor made training programmes (apprenticeship schemes, degrees, software and technical training and sales and management training) for our staff, to help them develop and progress in their career. Our staff have a wealth of experience, talent, skills and industry knowledge.

Our staff have taken part in a number of charitable events over the years, to raise money for different charities including Action Medical Research and Barnados:

- Yorkshire 3 Peaks
- York Cycling 100km Route
- Windermere 20 Challenge

A number of staff also provide 'volunteering days' to Lineham Farm Children's Centre in Leeds (who aim to enhance the lives of local children by organising respite breaks and holidays) to help out with improvements to the facilities. All Adept staff are provided with two days paid volunteering leave per annum.

Adept promotes social responsibility, growing our own talent, and promoting engineering and construction to young people.

## APPRENTICESHIP SCHEME

Adept runs a successful Apprenticeship programme, employing students from Leeds College of Building and Barnsley College. Every year new apprentices are recruited and developed, enabling them to learn and thrive.

We are proud of our ability to support the engineers of tomorrow and have employed at least one apprentice every year since 2008.

Nine members of our team have come through this route, and we continue to support Higher Apprenticeships to degree level. Our very first apprentice is now a senior engineer, having graduated from a university degree funded by Adept, and is now running his own complex scheme. A number of other Adept apprentices are currently studying at university.

## EXECUTIVE TRAINING

Management training is offered through a number of professional organisations and business mentors who we have developed strong relationships with over the years. We draw upon their qualified experience to reflect on our methods and guide our business development strategy forward.

Our continued involvement with the Goldmans Sachs 10KSB scheme, gives access to a variety of leadership level training and development courses.





## Our Business Values

Adept is a technology led organisation built around collaborative values.

**We work to Engineer Better Together using BIM.**



### Innovation

We design using the latest technology to deliver better results for our customers.  
Committed to **BIM** and **Industry Standards**.

### Excellence

Leaders in quality service and professional development.  
**Customer focussed, personal** and highly **responsive**.  
We know how to listen well and deliver value at every stage.

### Collaboration

We seek full collaboration at all levels, working in partnership to **exceed** customer expectations through open and honest communication.

### Caring

Understanding our clients **requirements** and **targets** is important to us. We provide high levels of customer care to meet their needs.

### Sustainable

Responsible sourcing of materials and labour.  
We look after the **environment** and consider the carbon footprint of our activities.





# Build your future and become a part of our success

## INTERESTED?

If you are interested in this opportunity and would like to discuss it further, please contact the office:

t: 0113 239 4518

e: [jobs@adeptcsce.com](mailto:jobs@adeptcsce.com)

**Adept is an Equal Opportunities Employer**



**ADEPT**  
CIVIL AND STRUCTURAL CONSULTING ENGINEERS