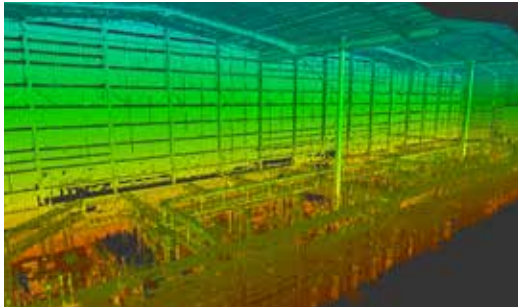
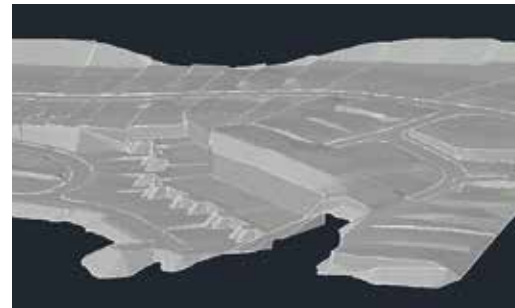
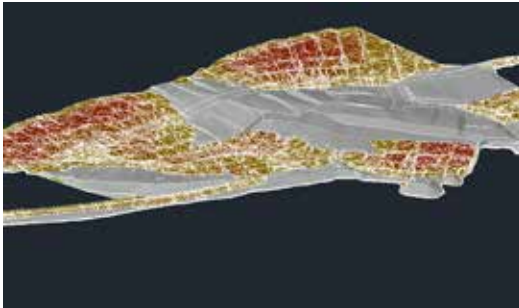


ADEPT

CIVIL AND STRUCTURAL CONSULTING ENGINEERS



RECRUITMENT BRIEF

Office Manager - Leeds



This is an exciting opportunity to join a dynamic, rapidly growing and strongly established civil and structural engineering consultancy with an excellent reputation for the delivery of complex and specialist projects.

Adept was founded in January 2007 by business partners Erol Erturan, Richard Parker and Matthew Ramsden. Neil Brown joined in 2019, followed by Paul Gill and Gareth Shepherd in 2021 as Directors in the company. In 2022 Neil Barrett joined us as Regional Director of the London office, followed by Jonathan Trickett as Regional Director in Sheffield in December 2024. Most recently, the business has continued to expand its regional leadership team with Paul Gill leading the Hull office, and Charl Koorts and Leigh Taylor joining as Directors in Birmingham, strengthening Adept's presence and capability across the UK.

We have a 'hands-on' Director led approach to carefully manage progress on every job and collaboratively develop solutions with the team which **maximises value**.

We are customer focused and know how to **listen** well and collaborate with clients, stakeholders and third parties, which is why **80% of our work is generated from repeat business**.

Highly responsive, we employ the best staff who work collaboratively to Engineer Better Together using the latest technology to deliver innovative best value civil and structural solutions on time.

Our Sectors:

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



The Opportunity

We are currently seeking a talented Office Manager to join our team at Adept Consulting Engineers in Leeds. This pivotal role demands strong HR and QA skills, coupled with proven leadership in managing office operations.

As our Office Manager, you will be instrumental in supporting our team of engineers, ensuring seamless daily operations, and upholding our high standards of quality.

SKILLS AND RESPONSIBILITIES

Quality Assurance & Compliance:

- Oversee QA management, ensuring internal and external audits are conducted effectively and in compliance with industry standards.
- Maintain documentation and implement corrective actions from audit findings.
- Ensure adherence to office policies, employment laws, and regulatory requirements.
- Develop and uphold best practices to maintain high operational standards.

Human Resources & People Management:

- Provide day-to-day leadership, support, and development for the Business Support function, managing and delegating workloads across the wider administration team, including collaboration with the Manchester Office Manager, Leeds-based administrators, future London administration support, and the finance team.
- Lead and coordinate the delivery of business support, HR, compliance, and office management activities through an expanding multi-office support team, ensuring resources are effectively prioritised and aligned with business

needs.

- Manage the full employee lifecycle, from recruitment and onboarding to termination processes.
- Maintain accurate employee records, payroll documentation, and HR administration processes.
- Ensure compliance with employment laws, workplace regulations, and data protection policies.
- Work collaboratively with the business's outsourced HR Director (currently providing one day per week support) to support HR strategy, employee relations, policy development, and HR best practice.
- Provide HR support to employees, addressing concerns and guiding them through HR-related procedures.
- Assist in training, employee engagement, and wellbeing initiatives that contribute to a positive workplace culture.

Office Operations & Facilities Management:

- Oversee all aspects of office management, including scheduling, correspondence, and record-keeping.
- Take detailed minutes in board

meetings and ensure follow-ups on action points.

- Maintain a well-organized and efficient workspace, ensuring office supplies are stocked and facilities are well-maintained.
- Oversee office equipment, ensuring smooth operation and timely maintenance, while liaising with IT support as needed.
- Support business operations across multiple office locations, helping to ensure consistency of processes and standards.
- Act as the primary point of contact for internal and external stakeholders, maintaining professional relationships.

Administrative Support & Documentation:

- Prepare reports, presentations, and office-related documents with accuracy and efficiency.
- Maintain thorough record-keeping of important documents, including contracts, HR files, and office policies.
- Ensure accurate data entry and filing systems for easy retrieval of information.

Communication & Stakeholder Engagement:

- Demonstrate strong verbal and written communication skills when interacting with teams, clients, and vendors.
- Act as a liaison between management and employees, ensuring transparency and clear communication.

Technology & Software Proficiency:

- Demonstrate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and business technologies, including an interest in AI, automation, and digital transformation.
- Maintain digital systems and records, ensuring data accuracy, document security, accessibility, and compliance with company procedures.
- Champion digital transformation initiatives, identifying opportunities to improve efficiency through technology, automation, and AI-enabled tools.
- Work closely with IT teams to support office-wide technology initiatives and troubleshooting.

The Role

The work is office-based, with the potential to work from home one day a week. You will work as part of a positive and passionate team to provide the very best service to our clients.

THE PERSON

- Strong organisational and multitasking abilities, with a proactive approach to problem-solving.
- Reliable and enthusiastic.
- Motivated, collaborative, and passionate.
- A confident team player with superb interpersonal skills.
- Excellent attention to detail, ensuring accuracy in documentation and operations.
- Ability to work independently and make decisions while managing multiple priorities.
- Exceptional time management skills and the ability to meet deadlines.
- Strong understanding of HR best practices, employment laws, and compliance.
- Ability to maintain confidentiality and handle sensitive information discreetly.
- Proficient in office administration, facilities management, and business support functions.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's degree in Business Administration, Human Resources, or a related field (preferred).
- Proven experience in an Office Manager, HR Administrator, or similar role.
- Experience in QA management and conducting internal and external audits (preferred).
- Familiarity with HR policies, legal compliance, and workplace regulations.
- Prior experience in handling stakeholder communications and administrative tasks at a senior level.
- Experience with process improvement, digital transformation initiatives, or business systems implementation would be advantageous.
-





Why consider this opportunity?

BENEFITS

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

We are offering a competitive salary which is dependent on experience. We are also offering a range of benefits inclusive of:

- A discretionary profit and performance-related annual bonus
- Contributory pension scheme
- Holiday purchase Scheme
- Hybrid and flexible working
- Paid professional membership fees
- Private Healthcare scheme
- Monthly gym membership contribution
- Electric vehicle scheme
- Cycle to Work Scheme
- Monthly gym membership contribution
- 25 days annual leave (in addition to bank holidays),
- Employee social events
- £100 birthday bonus
- Death in service payment

Please see our Benefits Brochure for further information.

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.

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

Our Social Committee organise and run several social events every year.

Adept is an Equal Opportunities Employer

The Adept Culture and Team

We know that a happy workforce leads to increased morale, productivity, and efficiency. Our culture is based on being staff focused and we genuinely believe in the benefits of providing a pleasant environment where staff are respected, supported and given opportunities to better themselves.

CULTURE AND TEAM

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.





Build your future and become a part of our success

INTERESTED?

To apply, please send your CV and covering letter to jobs@adeptcsce.com or call **0113 2394518** if you would like to enquire about the role.

Adept is an Equal Opportunities Employer



ADEPT
CIVIL AND STRUCTURAL CONSULTING ENGINEERS