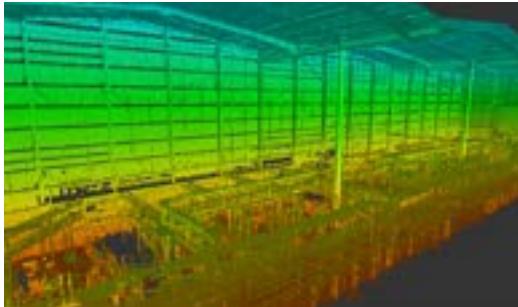
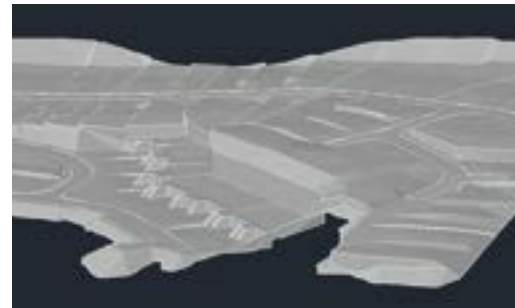
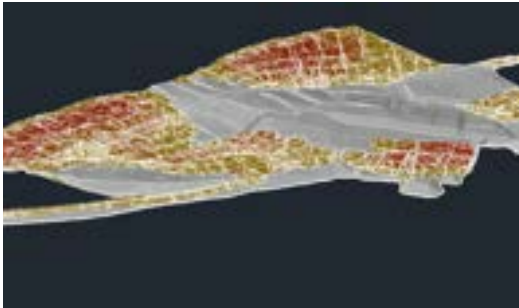


ADEPT

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.

Since its formation in January 2007 by Erol Erturan, Richard Parker and Matthew Ramsden, Adept has grown steadily across the UK. Neil Brown joined the Board in 2019, followed by Paul Gill and Gareth Shepherd in 2021.

As the business continued to expand, Neil Barrett was appointed Regional Director for London in 2022, with Jonathan Trickett joining as Regional Director for Sheffield in December 2024.

More recently, Paul Gill has taken the lead in Hull, while Charl Koorts and Leigh Taylor have joined as Directors in Birmingham, further strengthening Adept's regional presence and expertise nationwide.

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



The Opportunity

We are currently seeking a talented Office Manager to join our established team within Adept's Leeds office. This pivotal role requires strong HR and QA skills, alongside proven leadership in office operations, business support, H&S and facilities management.

You will be instrumental in supporting colleagues across the business, ensuring smooth day-to-day operations, and maintaining Adept's high standards of quality, organisation, and professionalism.

RESPONSIBILITIES

Office Operations:

- Take ownership of day-to-day office operations, including facilities, suppliers, maintenance, equipment, office records and general workplace requirements.
- Coordinate lease-related administration, workspace changes, repairs and supplier arrangements, keeping directors informed of costs, risks and key decisions.
- Help keep each office safe, organised and professional, working with H&S advisers, landlords, cleaners, contractors, insurers and other external contacts as needed

Team Leadership:

- Provide leadership, support and development for the Business Support function, managing and delegating workloads across the wider team.
- Coordinate all aspects of office management through an evolving team, ensuring resources are effectively prioritised and aligned with group needs.
- Support business operations across multiple office locations, working with the Manchester Office Manager, Leeds-based administrators, future London support staff and the finance team to maintain consistency of processes and standards.

People & HR:

- Manage the full employee lifecycle, from recruitment and onboarding to employment changes, employee records and payroll documentation.
- Work collaboratively with the outsourced HR Director on employee relations, policy development, employment law updates, HR strategy and practical improvements to people processes.
- Provide confidential HR support to employees, addressing concerns, guiding them through HR-related procedures and escalating matters where needed.
- Assist with training coordination, inductions, employee engagement and wellbeing initiatives that contribute to a positive workplace culture.

Administrative Support:

- Prepare, update and maintain accurate business documents, including policies, procedures, reports, letters, forms, templates and staff communications.
- Take detailed minutes in board and management meetings and ensure follow-up on actions with relevant people.
- Maintain digital filing systems in so information is stored logically, securely and remains accessible to the right users.

Quality Assurance & Compliance:

- Oversee QA management, including ISO 9001 and ISO 14001 accreditations, ensuring internal and external audits are conducted effectively and in compliance with industry standards.
- Maintain documentation and implement corrective actions from audit findings, reviews or external feedback.
- Oversee key compliance documentation, including policies, procedures, risk assessments, insurance documents, training records, and supplier compliance evidence where required.
- Review processes and records regularly, identifying gaps, improving consistency across offices and helping maintain high operational standards.

Stakeholder Engagement:

- Communicate confidently with directors, employees, candidates, recruiters, suppliers, consultants and professional advisers, adapting your approach to suit different audiences.
- Act as the primary point of contact for internal and external stakeholders, ensuring clear communication, effective coordination and timely follow-up.

Technology & Software Proficiency:

- Demonstrate proficiency in Microsoft 365 and business technologies, with an interest in automation, digital transformation and AI-enabled tools.
- Maintain digital systems and records, ensuring data accuracy, document security, accessibility and compliance with company procedures.
- Identify practical digital improvements that improve efficiency through technology, workflows and automation.
- Work closely with IT support on office-wide technology initiatives, troubleshooting, system access and wider process improvements.

The above is not intended to be an exhaustive list of duties and responsibilities. The postholder may be required to undertake other reasonable duties commensurate with the level of the role.

The Role

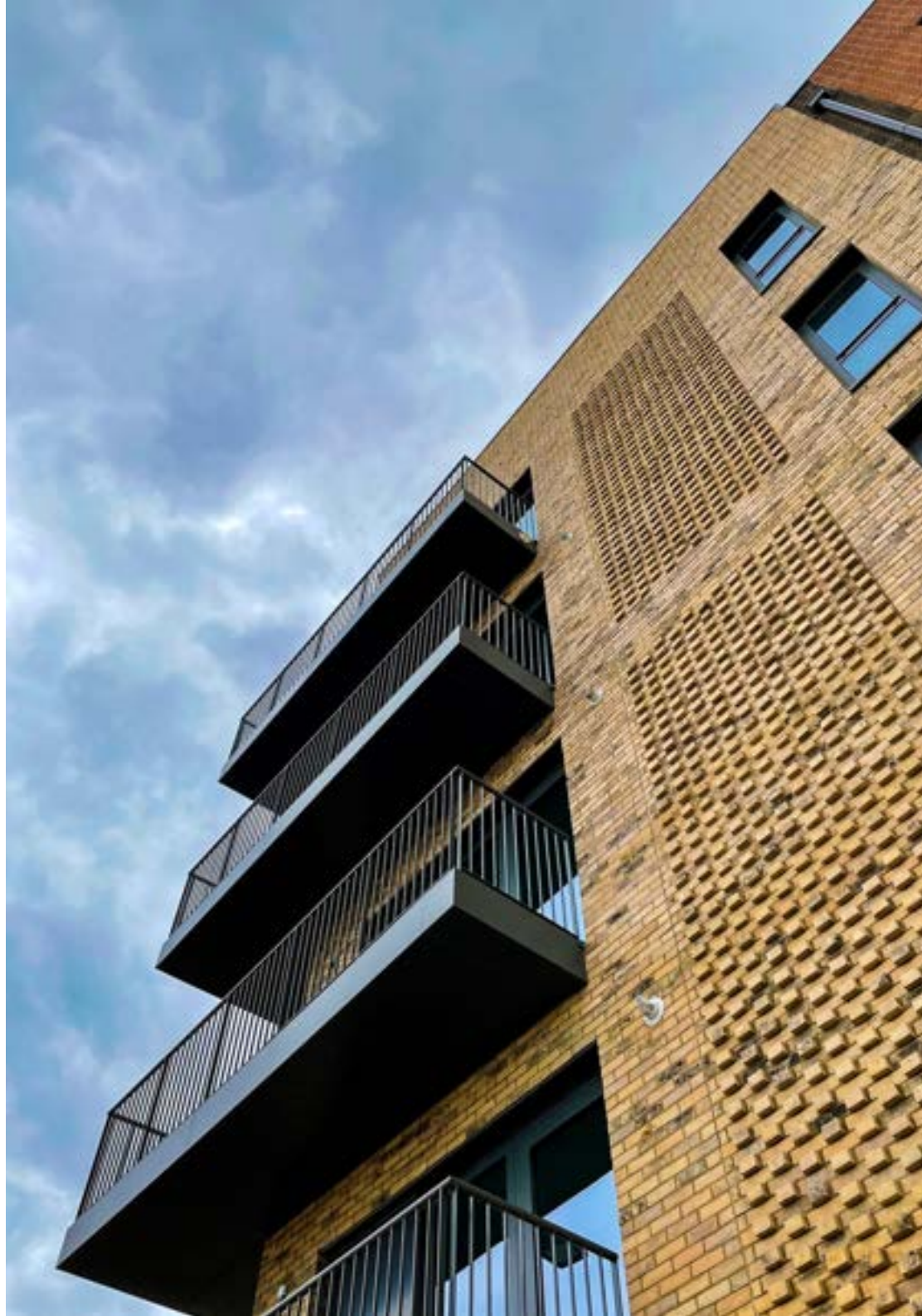
This is a full-time, office-based role in our Leeds office. We are looking for someone organised, practical and approachable, with the confidence to work across a varied remit, manage competing priorities and handle sensitive information with sound judgement.

THE PERSON

- Highly organised, reliable and proactive, with strong attention to detail and the ability to manage competing priorities.
- Practical and confident in improving processes, solving problems and following matters through to completion.
- Discreet and trustworthy, with sound judgement when handling confidential employee, commercial or compliance information.
- A clear and approachable communicator who can build positive working relationships with people at all levels.
- Comfortable working independently, making sensible decisions and knowing when to seek input or escalate an issue.
- Interested in improving how the business runs, including office systems, digital tools, employee experience and compliance processes.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Bachelor's degree in Business Administration, Human Resources, Management, Compliance or a related field is preferred.
- Proven experience in an Office Manager, Business Support Manager, Operations Coordinator or similar senior business support role.
- Experience managing office operations, HR processes, facilities, compliance records and business support activity across one or more locations.
- Strong working knowledge of Microsoft 365, particularly Outlook, Teams, SharePoint, Word, PowerPoint and Excel, with confidence learning and improving business systems.
- Strong understanding of HR processes, employment law, confidentiality, employee records, workplace regulations and practical workplace procedures.
- Experience supporting senior managers or directors with meetings, actions, communications, policies and records.
- Experience with ISO 9001, ISO 14001, PQQs, internal audits, supplier approval processes, document control, process improvement or business systems implementation would be advantageous.





Why consider this opportunity?

BENEFITS

Our Leeds office is a high quality workspace 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 239 4518** if you would like to enquire about the role.

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