

Business Administrator

Office • £14.55 ph • Deadline: 11 Sep 2026

ABOUT THE ROLE

We are looking for a highly organised, adaptable and proactive Business Support Administrator to join Greenfield Engineering in Holsworthy.

This is a genuinely varied role for someone who enjoys getting stuck in, solving practical problems and improving how things work. You will provide day-to-day administrative support while helping us develop clearer processes and better systems across areas such as HR, recruitment, customer support and internal operations.

You do not need to be an HR or IT specialist already. We are looking for strong administrative capability, curiosity and the confidence to learn quickly. An existing interest in HR, business systems, IT or automation would give you an excellent platform to develop within the role.

CORE RESPONSIBILITIES

- • Provide responsive administrative support across the business, keeping information, documents and records accurate and up to date.
- • Support recruitment, onboarding, employee records, training administration and other HR-related processes.
- • Maintain and improve shared systems, templates, folders and business documentation.
- • Handle confidential employee and business information appropriately.
- • Provide flexible support where it is most needed, including project and improvement work.

ESSENTIAL SKILLS

- • Previous experience in administration, coordination or office support.
- • Clear written communication and a professional, approachable manner.
- • A practical, curious and solutions-focused approach.

DESIRABLE SKILLS

- • An interest in, or experience of, HR administration, recruitment or employee onboarding.
- • An interest in business systems, IT support, workflow improvement or automation.
- • Experience using Microsoft Power Automate, Forms, SharePoint, Excel reporting or similar tools.

WORKING HOURS

Monday	8:00am – 5:00pm
Tuesday	8:00am – 5:00pm
Wednesday	8:00am – 5:00pm
Thursday	8:00am – 5:00pm
Friday	8:00am – 2:30pm

Total: 40.0 hrs/week (paid)

COMPANY BENEFITS

- • Competitive salary.
- • Additional holiday entitlement linked to length of service.
- • Access to a company discount scheme.
- • Employee referral scheme.
- • Training and development support and an employee wellbeing package.
- • Long-service awards and planned company events.
- • Access to a salary-sacrifice electric vehicle scheme, subject to eligibility.

How to Apply

Visit our careers portal to apply online or email your CV and cover letter to careers@greenfieldengineering.co.uk.