



## **SUPPORT ADMINISTRATOR VACANCY- CARDIFF**

**Annual Salary:** £24,250 to £26,000 per annum (depending on experience)

**Hours/Contract:** 37 per week Mon- Fri / Permanent

### **ADDITIONAL BENEFITS FOR THIS POSITION INCLUDE:**

- **Company Pension Scheme**
  - **Life Insurance Cover at x3 Basic Salary**
- **25 Days Holiday Per Year “Plus” Bank Holidays**
- **Christmas Eve to New Year’s Day Shut Down**
- **Being part of a fantastic team of individuals!!**

Terra Firma was established in 2000 and is part of the TFW Group. The company is a privately owned SME that offers services in: professional geo-technical, geo-environmental engineering and site investigation consultancy. Operating from offices in Cardiff, Exeter and Portsmouth we provide environmental and geotechnical advice and solutions throughout the UK to a wide range of clientele.

**This support administrator position will be full time and office based from our Cardiff Office, the main duties will include providing day to day administrative support across the company for allocated disciplines ranging from:**

- Business Management Systems
- Credit Control
- Purchase Ledger
- Finance / Accounts
- Human Resources
- Payroll
- General Office Duties
- Operations Support

**The successful candidate will have:**

- Previous experience in an administration / clerical role
- A good working knowledge of Microsoft Office Suite: Outlook, Teams, Word, Excel & SharePoint
- Knowledge of general office best practice e.g. effective management of information
- Ability to communicate in an appropriate manner to a diverse range of colleagues and clients
- Ability to be manage own workload and meet project deadlines

**To apply please send your CV to [f.lake@tfwgroup.co.uk](mailto:f.lake@tfwgroup.co.uk)**

**The closing date for applications is:** midnight on 15th December 2024