

Job Description

Role Information

Job Title	Office & Facilities Support
Division	Business Delivery
Location (supported by Hybrid Working)	Glasgow
Full Time or Part Time	Part time – 24 hours (Maternity Cover)

Company Overview

Ardent is the UK's leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.

We are Project Managers, Chartered Surveyors, Engagement specialists and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland.

Established in 1992, we are a high-growth business with a client portfolio that includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.

We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland's net zero and growth agendas, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes.

We are problem-solvers that are outcome focused working collaboratively with our clients to provide strategic advice and services that identify and mitigate risks, deliver efficiencies, delivering buildable consents and then implementing those consents to positively change people's lives and the world that we live in.

Role Purpose

Our Ardent purpose is - Delivering life improving change for communities and future generations.

To provide seamless operational and administrative office support, ensuring the environment is safe, professional, welcoming, and well-maintained. The role includes front-of-house responsibilities, general administrative support to local teams, and accurate reporting related to facilities, supplies, and health & safety. Alongside this role, there is an extended requirement for an executive assistant to members of the Executive Leadership team.

Values Alignment & Shared Commitment

The Office & Facilities Support is an ambassador of the Ardent values, promoting a culture of integrity, collaboration and excellence, inspiring a commitment to inclusivity, change and innovation.

Ardent Values

Thirst for knowledge - We embrace every opportunity to learn, grow and continuously improve

Own it - We do what we say we will do. We own our individual actions, are accountable for them, and take pride in adding value

Be the difference - Focus energy to make things happen. Go beyond process. Stand up, Stand out

Enjoy the journey - Have fun, be engaged and be proud to be Ardent

Adapt - We drive change and innovation to deliver growth and new opportunities in an ever-changing world

Key Accountabilities & Responsibilities & Outcomes

Accountabilities and / or Responsibilities

- Support with formatting of reports in Word, preparation of PowerPoint presentations and support with the production of Excel spreadsheets and the manipulation of data
- Reviewing and updating of company templates in line with the Corporate Guidelines and agreed process
- Handling incoming and outgoing post
- Support with project filing
- Create Land Registry Accounts
- Responsibility of general office admin
- Organise, arranging, preparing agendas and taking minutes/capture actions from team meetings
- Processing of monthly expenses for some Directors and project contra charges
- Arranging external Microsoft Teams meetings, i.e., landowner and client meetings
- Supporting with diary management for some Directors
- Handle client communications, both via email and phone, ensuring queries are addressed promptly and professionally
- Travel & accommodation booking as required
- Managing and updating contracts on company CRM system
- Main point of contact for Glasgow office and the appropriate Building Manager
- Management, procurement and maintenance of office equipment
- Coordination of office cleaning
- Support with arranging office social, charity and business events
- Monitor and respond to emails for shared Admin Inbox
- Manage ordering of PPE
- Interaction with Accounts and review of supplier invoices
- Assisting with the onboarding process for new starters and associated leavers admin
- Coordinate the role of First Aiders and Fire Marshals, ensuring associated responsibilities are completed, Weekly H&S office walk around
- Coordination and assistance of company PAT testing
- Assist with manual handling training, DSE training, internal & external audits
- Support with ensuring all HR and H&S admin processes are followed

Key Competencies, Skills & Experience

Competency, Skills & Experience
<p>Essential:</p> <ul style="list-style-type: none">- Previous experience in an executive assistant, office support, facilities assistant, or front-of-house role- Strong administrative and coordination skills.- Expertise in digital tools (e.g., Outlook, Teams, SharePoint, MS Word, Excel and PowerPoint).- Formatting and reporting to be able to produce reports- Comfortable using basic AI tools, such as ChatGPT
<p>Desirable:</p> <ul style="list-style-type: none">- Experience in a professional services environment- First aid or fire marshal training (or willingness to complete).- Exposure to basic H&S or facilities processes.

What we offer

We are a purpose, and values led business with a strong focus on personal growth and opportunities to contribute to impactful infrastructure and regeneration projects across the UK and Ireland, living our purpose in delivering life improving change for communities and future generations.

We promote a supportive and collaborative culture, where our people are empowered through coaching, hybrid working, and a healthy work-life balance. Our commitment to professional development is clear, from supporting early-career professionals to enabling progression through professional qualifications and continuous learning, living our Thirst for Knowledge value. We provide purposeful work, which includes our contributions to the UK's net zero agenda and community regeneration, and seek people who value the opportunity to solve complex challenges in a culture that thrives on innovation.

We're a fast-growing business with a culture centered on learning, innovation, and opportunity. Through our company-wide coaching programme, we empower our people with faster, personalised career development, a deeper connection to our culture and values, and greater ownership of their progression.

We're looking for curious, ambitious individuals who thrive in a dynamic, purpose-driven environment, where learning, openness, trust, and collaboration are at the heart of everything we do. We also know the importance of enjoying the journey, which is why we value social connection and having fun along the way.

We offer a comprehensive benefits package designed to support the health and wellbeing, engagement, and work-life balance of our team. From day one, our people have access to hybrid working, 25 days of annual leave (with options to buy or carry over), enhanced maternity and paternity pay, and a company pension scheme.

We provide Benenden Health Care, offering mental health support, 24/7 GP services, physiotherapy, optical and dental cover, and personal accident protection (depending on level). Additional benefits include the Cycle to Work scheme, electric car leasing, recognition awards, long service leave, and a discretionary annual bonus scheme, all designed to ensure our people feel valued and supported.

We're proud to be an equal opportunities employer, and we're passionate about creating a workplace where you're empowered to bring your authentic self to work every day.

We are committed to building a diverse, inclusive team where everyone belongs. We welcome talent from all backgrounds and actively encourage applications from underrepresented groups.

If you're ready to grow with a business that's scaling rapidly and making a real impact, you're in the right place!

To apply or learn more about this opportunity, please submit your CV to recruitment@ardent-management.com