



## Office Administrator (Edinburgh)

Company: Nova Innovation

Location: Edinburgh, UK

If you would like to apply, please email your CV with a **tailored covering letter** to [applications@novainnovation.com](mailto:applications@novainnovation.com) explaining why you think you would be suited to this position, your reasons for applying and other pertinent information e.g. available start date, relocation/visa status.

**Applications without a covering letter will not be read.**

For the Subject field in your email, please use: **Job application: 22011 Office Administrator.**

### Summary

Nova Innovation is recruiting an Office Administrator to join our talented and energetic team. Working at the forefront of the tidal energy industry, Nova is delivering clean, predictable energy across the world.

### The Role

We are seeking an enthusiastic, organised, and reliable Office Administrator to manage a diverse range of general day to day office activities. The role requires organisation, attention to detail, reliability, and an energetic attitude. The ability to work flexibly within a dynamic team is essential.

### Responsibilities

Primary responsibilities of this job will include:

- Preparing Purchase Orders for approval
- Managing all office supplies and equipment
- Filing and general administration tasks
- Assisting with travel arrangements and itineraries
- Maintaining Health and Safety records
- Mail reception and co-ordination
- Ensuring staff holiday and timekeeping records are kept up to date
- Answering the telephone, taking messages & directing enquiries to different team members
- Meeting and greeting clients / visitors.

### Attributes

We would expect applicants to have the following attributes:

- Well presented
- Experience of working in an office environment
- Proficient IT skills (basic Word, Excel and Outlook)
- Good written skills and excellent people skills
- Strong attention to detail



- A pro-active approach
- Ability to prioritise, and use own initiative
- Self-starting, positive, flexible and able to thrive in a dynamic environment.

It would be advantageous if applicants had:

- Previous experience of working with Sharepoint-based intranet systems.

## Background to Nova Innovation

Nova Innovation (Nova) is a world-leading tidal energy company delivering a proven technology with global potential. We design, build, and operate tidal energy turbines and have offices in Scotland, Ireland, Wales, Canada, and Belgium.

Nova has a strong track record for growth and delivery including deploying the world's first offshore tidal array in Shetland, Scotland in 2016; successfully building the world's first baseload tidal power station in partnership with Tesla in 2018; and winning our first international projects in Canada in 2020.

Nova's success to date has been due to the team we have built. As we grow, we believe it's important to keep that 'small-company' feel of a friendly close-knit group with a passion for what we do. To be truly innovative we need enthusiasm, imagination and diversity.

## Conditions, remuneration and benefits

The salary is negotiable depending on experience and we also offer a matched pension scheme. Annual holidays are 25 days per annum plus 8 public holidays. Applications on a part time basis will be considered.

We look forward to hearing from you.