

Group Business Administrator

Logika Group

Location: London

Role Location

The role is full time and based in London with some travel required to our other offices. Attendance is required in our London office 4 days a week.

The Company

Logika Group is a leading independent environmental consultancy, underpinned by a growing team of experts in environmental policy, strategy, design, and assessment.

With offices in London, Bristol, Warrington, Brighton, Leeds and Belgium, Logika Group comprises four specialist sister companies: Logika Consultants, Air Quality Consultants, Noise Consultants, and Logika Europe.

Over the last 30+ years, we have achieved sustained growth and honed our provision of high-quality services, while securing a large volume of repeat business from satisfied clients. We were recognised as a 'top 25 leading player' in UK Environmental and Sustainability Consulting by Environmental Analyst.

We pride ourselves on being able to:

- Employ the best people to provide the highest quality advice
- Provide a personal service
- Deliver meaningful work to a high technical standard, which protects and improves the environment
- Design innovative cross-disciplinary solutions

With a proven track record of success, Logika Group has been involved with UK Government expert groups and European Commission working groups, provided expert evidence at Public Inquiries, and helped clients gain planning consent for thousands of projects.

Logika Group is underpinned by our values of **Community, Collaboration and Integrity** – developed by our staff members to reflect our shared principles, approach to our work, and positive company culture.

Responsibilities will include (but not be limited to)

- Maintain inbox management protocols for timely response and resolution.
- Administrative support to the technical teams, delegating proposals, completing supplier questionnaires, project invoicing and setting up proposals and projects.
- Processing incoming supplier invoices and ensure all suppliers are approved for use and their records are maintained.
- Coordinate travel arrangements for consultant site visits and director's travel.
- Provide the technical team with high-level bid support, including compiling, formatting, and editing large-scale proposals, reports, contracts and internal CVs.

- Support the business's H&S function by maintaining up-to-date records of DSEs, risk assessments, certifications, and regulatory documentation.
- Provide support for social value initiatives, internal events, and committee activities aimed at strengthening team culture.
- Proactive office management duties such as meeting and greeting guests or interviewees, arranging catering for meetings, answering and vetting phone calls, arranging couriers, stocking supplies, collecting and dealing with post, arranging trades people for any required office maintenance, organising office cleaners, liaising with the Landlord with any building issues, and any other duties as required.
- Assist the Business Support Manager with ad hoc initiatives and strategic business projects as needed.

Skills and experience we are looking for

- 3+ years previous administration experience with ideally previous office management experience.
- Self-motivated and proactive, with a track record of taking initiative and driving tasks through to completion.
- Excellent organisation skills with the ability to manage both personal and team workloads efficiently in a fast-paced, deadline-driven environment.
- Excellent IT skills with knowledge of Microsoft Word, Excel, PowerPoint and Office365.
- Exceptional attention to detail, particularly in reviewing, editing, and formatting professional documents and reports.
- Strong verbal and written communication skills, capable of liaising confidently across all levels of the business.

Qualifications

- 5 GCSEs grades A*-C/9-4 or equivalent (including English and Maths). Degree level education is desirable.

What we offer

This is an exciting opportunity to join a growing Group of companies that wants to do things differently, with an exciting future that will help you shape and realise your ambitions. You will have a great opportunity to work with a talented and dedicated team and be able to develop your career as the company grows.

Alongside a competitive salary, we offer a range of formal benefits and training, and development programmes to enhance employee satisfaction and professional development. These include, an enhanced pension scheme, private medical insurance, competitive annual leave entitlement which grows with length of service, additional annual leave purchase scheme, rail and bus season ticket loans, cycle scheme, group life assurance, staff training and CPD programme, employee recognition awards, social value programme and more.

Furthermore, we ensure we can support our employees through offering wellbeing programmes and policies that support individuals. These include flexible working, trained mental health first aiders, and readily available support through our Employee Assistance programme.

Logika Group's Equal Opportunities Policy is to ensure that no applicant receives less favourable treatment on the grounds of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

How to apply

Please apply using the quick and easy application form on our website – www.logikagroup.com/careers.

If you have any questions regarding the role and/or Group, then send them through to careers@logikagroup.com

Further information is available on our websites:

www.aqconsultants.co.uk | www.noiseconsultants.co.uk | www.logikaconsultants.co.uk