

1. Job Title:	Operations Administrator (1 year FTC with potential to extend)
2. Location	Bromley, UK
3. Hybrid	3 days a week in office/2 days working from home (<i>potential for part time/reduced hours</i>)
4. Purpose of the Job	<p>Working for CACI Information Intelligence Group (IIG) as an Operations Administrator, you will join our IdentityE2E business, providing administrative support to our busy and growing team.</p> <p>In this pivotal role you will be instrumental in ensuring the smooth running of our operations processes and be on hand to support the day-to-day needs of the business. You will have a variety of responsibilities which will change and grow as the company continues to go from strength to strength.</p> <p>This is an exciting opportunity for an experienced administrator or for a recent A-Level or University Graduate looking to start their career in a professional and fast paced tech company, with the chance to gain broad exposure across business operations. If you thrive in collaborative environments, enjoy building strong relationships, and want to play a hands-on role in supporting the company's growth, this could be the perfect next role for you.</p>
5. Typical Responsibilities	<ul style="list-style-type: none"> ▪ Provide general administrative support to the team ▪ Weekly timesheet administration & support ▪ Assist with diary management, meeting coordination, and travel arrangements ▪ Help organising our social events and company-wide meetings ▪ Assisting the smooth running of our new joiner onboarding ▪ Maintaining financial and employee records ▪ Maintain accurate records and filing systems ▪ Handle incoming calls and emails professionally ▪ Support with document preparation and data entry ▪ Help keep the office organised and running smoothly

<p>6. Knowledge & Skills</p>	<p>Knowledge:</p> <ul style="list-style-type: none"> ▪ Highly IT literate including MS applications. <p>Experience / Qualifications:</p> <ul style="list-style-type: none"> ▪ Previous experience working in an office environment as an administrator, PA or assistant (desirable) ▪ Relevant degree or diploma in a relevant business-related subject <p>Skills:</p> <ul style="list-style-type: none"> ▪ A friendly, clear and confident persona ▪ Excellent face-to-face and written communication skills ▪ Natural resourcefulness and problem-solving abilities ▪ Exceptional organisation and time management ▪ The ability to work independently and prioritise your own workload ▪ Highly organised, detail-oriented and comfortable managing multiple priorities. ▪ Strong communicator with a collaborative and approachable style. ▪ A self-starter who's confident working independently but knows when to collaborate or escalate. ▪ Curious and proactive in learning, improving and looking for better ways to do things. ▪ Problem-solving and analytical thinking for handling complex people issues.
<p>7. Clearance Requirements</p>	<p>Due to the industries this role will be associated with, we require the successful candidate to be eligible for security clearance. To qualify for this, you must be a British Citizen and have lived permanently in the UK for the last 5 years.</p>
<p>8. Equal Opportunities</p>	<p>CACI is proud to be an equal opportunities employer. Embracing the diversity of our people, we are on a journey to build a truly inclusive work environment where no one is treated less favourably due to ethnic origin, age, gender, veteran status, religion or belief, sexual orientation, marital status, and disability or health condition, actively working to prevent discrimination.</p> <p>As a Disability Confident employer, we will;</p> <p>Provide reasonable adjustments in the recruitment process where requested (contact a member of the recruitment team on 020 7602 6000 to discuss individual requirements further).</p> <p>Offer people with health conditions and disabilities, meeting the minimum criteria for a role, an interview.</p> <p>Our people are unique and we encourage, and support them, to be confident in contributing to our inclusion journey.</p>