

## Admin Assistant

<b>Reporting To:</b>	Project Manager
<b>Term:</b>	Part-time (3-4 days per week).
<b>Package:</b>	Competitive Salary (dependant on experience)
<b>Location:</b>	London (Wandsworth).

### The Role:

Q-Bot is a fast-growing robotics and AI company with bases in London and the north east. We are working with social landlords and private owners across the UK. We use robots to install underfloor-insulation with a BASF polyurethane (PU) foam developed and certified for this application. The robot is inserted under the floor through an access hatch, surveys the void and condition of the floor, if suitable sprays an expanding insulation foam to the underside of the floor and finally records the install to verify the area and depth of insulation applied.

Over the last couple of years Q-Bot has grown considerably doubling revenues each year, this has also meant our client base has expanded significantly. We are looking for someone enthusiastic and detail focussed to help coordinate our fast-pasted operational teams. As our Admin Assistant, you will be working closely with our dedicated Project Manager, to aid the smooth running of our services. You will need to be extremely organised, with high attention to detail and previous experience in an administrative role is essential.

### Duties of the job:

Work with the Project Manager to ensure consistent high-quality service and communication, including the following:

- Answering email queries from clients.
- Booking surveys and installs for Surveyors and the Delivery team.
- Review surveys and assist with the project management.
- Assist with stock management and procurement.
- Liaise with Third parties.
- Assist with reporting to clients.
- Assist with booking accommodation and travel for install teams and surveyors.
- Take a lead on fleet management of company vehicles.
- General office management.

### Essential Requirements:

- Experience in an administrative role (or similar).
- Good knowledge and experience of Microsoft Word and Excel.
- Excellent phone etiquette.
- Excellent written and verbal communication skills.
- Comfort in dealing with the general public
- Highly organised and detail focused.
- Excellent time management.

### Desirable Skills:

- Experience with stock management and procurement.
- Experience with fleet management.
- Experience with office management.

### More About Q-Bot:

Q-Bot is revolutionising the construction industry with robotics, digital tools and AI to transform archaic processes and enable new services for the inspection maintenance and upgrade of buildings. Q-Bot’s mission is to be able to measure and improve the health of buildings without the cost and disruption of traditional methods.

The company has commercialised a highly innovative method of applying under floor insulation using a [robotic device](#) and has a number of new services in development. As a result of this work Q-Bot has developed a number of exciting robotic and AI technologies. These include robotic vehicles, digital manufacturing and 3D printing, control routines for autonomous localisation and navigation, 3D mapping of environments with automatic categorisation of features, as well as tools to manage the installation process and data collected.

The company has a growing team of employees in offices in London and Newcastle. Q-Bot has state of the art equipment, including an in-house pick and place machine and 3-axis CNC milling machine. Q-Bot is run by an experienced management team with an entrepreneurial track record, project management expertise and unique blend of robotics and building know how. The company’s employees are a unique blend of engineers with Masters and PhDs in Science or Engineering and professionals with decades of practical experience in the construction sector.

Q-Bot is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation, or age.

Please apply to: [future@q-bot.co](mailto:future@q-bot.co) with a covering letter and CV.

