

• Business Administrator

- Location: SAMS site, Dunbeg, near Oban
- Hours of work: 37 per week

Salary range: Grade 3/4 £25,878 - £27,644 pa

Contract type: Open-ended

Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilise each person's talents and strengths.

Job Description

This role is to co-ordinate administrative and operational support to SAMS Enterprise, ensuring the efficient delivery of services across business development, proposals, marketing support and customer engagement activities. The role is a key enabler in several revenue generation areas and acts as a point of contact for all enquiries.

You will be required to maintain and organize business critical documentation, ensure accurate records and systems, and deal with finance-related administration.

Working closely with Enterprise colleagues and wider SAMS Group, the postholder will plan and prioritise their workload independently and contribute to maintaining effective administrative processes and service standards. The role also plays an important part in continuous improvement of systems and procedures while ensuring compliance with organisational policies and regulatory requirements.

3. Main Responsibilities

<i>Responsibilities</i>	<i>Approx. % of time</i>
Working with business information systems: <ul style="list-style-type: none">• Priority- Adding projects to Netsuite (finance system). This will include adding resource allocations and billing budgets, to support accurate resource	30%

planning and financial forecasting to be undertaken.

- Priority- Maintaining records in databases and ensuring information is current. Ensure paperwork, such as tax certificates, are up to date and displayed correctly in the relevant locations.
- Manage core Enterprise Resource Planning processes within NetSuite, including raising purchase and sales orders, and take ownership of sales reporting requirements for the team, ensuring accuracy and timely delivery
- Maintain and update customer records, ensuring data accuracy, consistency, and compliance with internal standards.
- Deliver requested data analysis to support sales and finance operations, including the preparation of reports, dashboards, graphs, and other relevant business insights.
- Assist with the development of and improvement of internal reference materials and user guides for the team, proactively identifying opportunities to enhance the accessibility and timeliness of information.

<ul style="list-style-type: none"> • Able to work independently within own work area including problem solving queries as they arise. Seek support for more complex queries. • Effectively manage and prioritise a weekly workload, balancing planned tasks with ad hoc requests, and demonstrating sound judgement in assessing urgency and importance. 	
<p>Proposals Administration:</p> <ul style="list-style-type: none"> • Priority - Prepare and submit time-sensitive and confidential documentation for tender processes, including supplier questionnaires, staff CVs and supporting materials. Maintain and enhance databases supporting public sector opportunities and contacts, ensuring all submissions are completed accurately and within strict deadlines. • Priority - Proactively identify, register and maintain SAMS Enterprise on relevant supplier portals across target sectors, ensuring visibility and access to new business opportunities. • Maintain and continuously update proposal resource databases to ensure information is accurate, 	<p>30%</p>

<p>current, and readily available for bid and tender activity.</p> <ul style="list-style-type: none"> • Manage updates across public and private tender portals, supplier systems, and pre-qualification platforms, ensuring compliance with registration and renewal requirements. • Carry out data analysis to support business development, reporting, and decision-making processes. • Take responsibility for the preparation and distribution of weekly reports, ensuring accuracy, consistency and timely delivery to stakeholders. 	
<p>General Office duties, including but not limited to:</p> <ul style="list-style-type: none"> • Phone and reception, welcoming guests and directing visitors to the appropriate person. • Handling customer enquiries by phone/email • Filing, stationery stocks, scanning and copying, keeping the office tidy. • Back up for travel and conference logistics coordination. • Administrative support for meetings, this will involve booking meeting 	<p>10%</p>

<p>rooms and any set up required, copying and distributing meeting papers, organising refreshments</p>	
<p>Project Administration:</p> <ul style="list-style-type: none"> • Supporting SIMBA and NewDEPOMOD administration requirements such as: • Priority - Maintain and update records across CRM systems, NetSuite, and associated databases, ensuring data accuracy, consistency and integrity across all platforms. • Priority - Create, maintain and monitor manufacturing production records to support operational planning and reporting requirements. • Priority - Monitor client Iridium usage and allowances, reconciling expenditure against agreed limits. Escalate discrepancies or issues to the Sales and Marketing Executive in a timely manner. • Prepare standard quotations for Enterprise projects SIMBA and NewDEPOMOD using approved templates, ensuring accuracy and adherence to pricing and technical guidelines. • Coordinate overseas shipments, including the preparation and management of customs 	<p>15%</p>

<p>documentation, ensuring compliance with international shipping requirements.</p> <ul style="list-style-type: none"> • Process and manage customer activation requests, ensuring timely and accurate handling in line with service standards. 	
<p>Other Administration:</p> <ul style="list-style-type: none"> • Driving input and co-ordinating responses for requests for information and documents. • Handling and solving financial queries such as invoices and purchase orders. • Collating and recording receipts for company credit card statements <p>Be pro-active in the application of SAMS Health and Safety, Quality, Environment and Sustainability Procedures.</p>	<p>10%</p> <p>5%</p>

4. Planning and Organising

- Plan and prioritise own workload autonomously in response to changing team and customer requirements.
- Maintain awareness of Enterprise team activities and proactively coordinate administrative support to enable delivery across workstreams.
- Undertake administrative responsibilities and requests for the Sales and Marketing Executive, Proposals Manager and Business Development Manager primarily.
- Coordinate and control a broad range of administrative tasks simultaneously while ensuring delivery to agreed deadlines and standards.
- Liaise with colleagues and customers to clarify requirements and resolve emerging issues.
- Lead on maintaining effective administrative systems supporting Enterprise activities.
- Drive continuity and efficiency of service delivery through effective organisation of team information and processes.

5. Problem-Solving

- Respond autonomously to routine operational issues within own work area.

- Identify problems early and escalate appropriately where required, ensuring continuity and completion.
- Develop working knowledge of Enterprise business information and activities to resolve enquiries and reduce reliance on technical staff where appropriate.
- Provide accurate information and administrative analysis to ensure efficient reporting and decision-making processes.
- Identify inconsistencies in documentation, data or processes and take corrective action where appropriate.
- Enable continuous improvement by identifying opportunities to streamline administrative processes.
- Assist colleagues with resolving day-to-day operational administrative issues.

6. Decision-Making

- Make day-to-day decisions within own work area in line with procedures and service priorities.
- Prioritise competing tasks effectively in response to changing demands.

- Apply organisational procedures and compliance requirements appropriately.
- Execute implementation of agreed administrative standards within Enterprise activities.
- Provide reliable information to enable team decision-making processes.
- Recognise and action when issues require escalation to senior

7. Key Contacts/Relationships

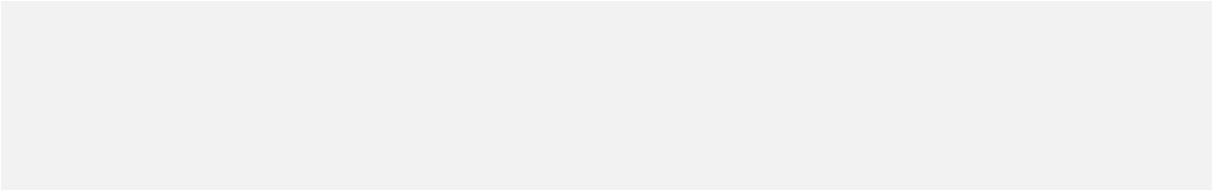
Internal

- Sales and Marketing Executive
- Proposals Manager
- Business Development Manager
- Enterprise colleagues

External

- Customers and project partners
- Visitors
- General enquiries

Role responsibilities include:

- Building effective working relationships across SAMS.
 - Supporting communication between Enterprise staff and customers.
 - Acting as a point of contact for administrative enquiries relating to Enterprise activity.
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Requirements and Qualifications

Qualification and knowledge

- . Strong ICT capability including Microsoft Word, Excel and Outlook
- . Ability to learn and apply Enterprise systems such as NetSuite and internal databases quickly and effectively.
- . Previous work experience in an administrative role where certain skills are already developed – organisation, prioritising, able to manage and delivery a number of work tasks effectively.

- . Proven written and verbal communication skills.
- . Ability to interpret information and prepare documentation accurately.
- . Contribute to improvements to administrative processes.
- . Ability to apply procedures and policies consistently.
- . Awareness of compliance requirements relevant to administrative work.
- . Ability to support preparation of reports.

How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 28th May 2026

(Job Ref No: SE02/26.SMK)

(Scottish Association for Marine Science)

(SAMS, Dunbeg, Oban, Argyll, PA37 1QA)

(01631 559000)

(recruitment@sams.ac.uk)

[\(Vacancies – Scottish Association for Marine Science, Oban UK\)](#)

Attention: (SAMS HR team)