

BUSINESS SUPPORT ADMINISTRATOR

Salary £26,000 - £30,000 per annum, dependent upon experience



Big Sky Living Ltd is the central resource company for the Big Sky Group. As a group, we provide a wide range of property services, from speculative new home developments to commercial and residential property management. We are a growing, values-led organisation with ambitious plans and are now seeking a Business Support Administrator to join our team.

This is a varied and important role providing day-to-day administrative and business support across the Group. Working closely with the Operations Director and colleagues across the business, the successful candidate will help keep the office running smoothly, maintain accurate records and systems, and provide support to our property management, development and corporate functions.

We are looking for an organised, proactive and professional individual with previous experience in an administrative, business support or office-based role. You will possess strong communication skills, have a high level of attention to detail and be comfortable managing a varied workload across multiple companies. Experience within property management, development or construction would be advantageous.

Key Responsibilities

- ✦ Provide day-to-day administrative support across the Group.
- ✦ Manage incoming enquiries, post, office supplies and general administration.
- ✦ Maintain accurate electronic and paper records, filing systems and business documentation.
- ✦ Support the property management team with maintenance requests, contractor visits and compliance records.
- ✦ Assist with tenancy and lease paperwork, meeting coordination and minute taking.
- ✦ Support invoice processing, purchase orders, expenses and supplier administration.
- ✦ Book training and maintain training records.
- ✦ Provide flexible support to teams across the Group and undertake ad hoc projects as required.

This position would suit an individual who enjoys working in a varied and fast-paced environment, takes pride in being organised and efficient, and enjoys supporting colleagues across a range of business activities. In return, we offer a role with genuine variety and the opportunity to build broad experience across a growing property management and development group.

For an informal discussion please contact Spencer Burrell on 01508 533749.

To apply, please email sburrell@bigsky-living.com with an up-to-date curriculum vitae and a supporting letter.

Closing date: 9 October 2026

Interview date: 20-21 October 2026



Job Description:	Business Support Administrator
Company:	Big Sky Living Ltd (Group)
Location:	Norfolk (Hybrid)
Reporting To:	Operations Director
Remuneration:	£26,000 – £30,000 per annum (full-time) – subject to market benchmarking

Role Purpose

This role provides day-to-day administrative and business support across Big Sky Living's growing property management and development group of companies. Working closely with the Operations Director and colleagues across the Group, the Business Support Administrator helps keep the office running smoothly, maintains accurate records and systems, and acts as a helpful first point of contact for clients, contractors and visitors.

The post-holder will need to be organised, proactive and comfortable managing a varied workload across multiple companies within the Group. This is a great opportunity for someone looking to build broad experience in business administration, with genuine variety and direct exposure to a fast-paced, growing organisation.

Key Responsibilities

General Office Administration

- ✦ Provide day-to-day administrative support across the Group, including data entry, filing, scanning and record management (digital and paper-based).
- ✦ Manage incoming post and deliveries, and handle general office enquiries, directing them to the right person promptly.
- ✦ Booking training and maintain training record.
- ✦ Maintain office supplies and equipment, liaising with suppliers to place orders as required.
- ✦ Draft, format and proofread routine correspondence, letters and documents on behalf of the team.

Property & Client Support

- ✦ Provide administrative support to the property management team, including logging maintenance requests and coordinating contractor visits.
- ✦ Help maintain accurate, up-to-date property files, tenancy documentation and compliance records (e.g. gas safety certificates, EICRs).
- ✦ Act as a courteous first point of contact for tenants, clients and visitors, handling routine enquiries and escalating where necessary.
- ✦ Support the preparation of tenancy and lease paperwork as directed.

Meetings & Diary Support

- ✦ Support the scheduling and coordination of internal meetings, including room bookings and diary management.
- ✦ Take notes and minutes at internal meetings as required, circulating actions promptly afterwards.
- ✦ Assist with the coordination of occasional company events, away days or team meetings.

Finance & Supplier Administration

- ✦ Support the processing of invoices, purchase orders and expense claims in line with Group procedures.
- ✦ Maintain accurate records of supplier and contractor contracts, insurance documents and renewal dates.
- ✦ Liaise with the Finance team on routine administrative tasks as required.

General Support & Confidentiality

- ✦ Provide flexible administrative support to other departments and teams across the Group as required.
- ✦ Undertake ad hoc projects and research on behalf of the Operations Director or wider team.
- ✦ Handle sensitive and confidential information with discretion and professionalism at all times.

Person Specification

Essential

- ✦ Previous experience in an administrative, business support or office-based role.
- ✦ Excellent organisational skills, with the ability to manage multiple tasks and priorities simultaneously.
- ✦ Strong written and verbal communication skills, with high attention to detail and accuracy.
- ✦ Proficient in Microsoft Office (365).
- ✦ A proactive, flexible, can-do approach, comfortable working both independently and as part of a team.
- ✦ Trustworthy and discreet, with sound judgement in handling confidential information.

Desirable

- ✦ Experience within the property management, development or construction sector.
- ✦ Experience using property management software.
- ✦ Experience working across a group of companies or multi-entity structure.