



## SOUTH DEVON RAILWAY

### Office Administrator – Engineering Department

Reports to: - Engineering Manager

Hours: -Permanent, 4 days per week Monday to Thursday

Salary:- Up to £13 per hour, depending upon experience

Location: - South Devon Railway (main base Buckfastleigh TQ11 0DZ, Devon with other locations in Staverton and Totnes)

#### Job Description

The South Devon Railway is seeking a highly organised, confident, and proactive Office Administrator to support the day-to-day running of the Engineering Department. This role underpins the department's efficiency by coordinating data, documentation, dispatch processes, compliance, and purchasing.

The successful candidate will ensure that engineering work is tracked properly, paperwork is accurate and complete, and that the department maintains robust safety, financial, and operational standards. This is a key position in helping the SDR continue delivering high-quality maintenance, overhaul, and restoration of locomotives, rolling stock, plant, and components.

#### Key Responsibilities

- Time Sheets, Job Sheets & Reporting administration – including inputting timesheet data, carrying out some financial reporting, producing reports on job performance and ensuring accurate coding on job sheets.
- Transport, Dispatch & Invoicing Support – ensuring orders are dispatched promptly, customers are kept updated and shipping requirements are met.
- Staff Administration, Competence & Compliance Management – monitor expiry dates on competences, equipment inspections and calibrations and ensure the required bookings are made for these to be maintained before expiry. Ensure accurate records are kept in line with the system requirements.
- Purchasing & Procurement – ensure all order requests are logged, authorised and actioned, taking responsibility for obtaining competitive quotes, raising purchase orders, checking deliveries and maintain appropriate stock levels.
- General Engineering Office Administration – maintain a tidy work environment, ensuring all records are suitably filed, take minutes of meetings, assist in answering enquiries and phone calls, and maintain good cross-department communication.



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### Person Specification

#### **Essential**

- Strong administrative background with excellent attention to detail.
- Proven ability to work with data, timesheets, or financial tracking systems (experience with Xero is an advantage).
- Confident using digital compliance systems, or able to learn quickly.
- Good organisational and time-management skills.
- Clear written and verbal communication, able to liaise across multiple teams.
- Ability to work independently and take ownership of tasks.

#### **Desirable**

- Experience in engineering, manufacturing, transport or workshop administration.
- Familiarity with procurement, stock control or quality-control processes.
- Understanding of safety-critical or compliance-heavy environments.
- Awareness of heritage railways and their operational challenges.

### What we offer

- A unique working environment within a leading heritage railway and engineering company.
- Full training and ongoing support.
- The chance to be part of a friendly, community-minded organisation.
- Staff discounts in our retail and catering outlets.
- Free train travel on South Devon Railway trains, and discounted travel on National Rail services.
- Potential for flexible hours.

**To apply, please send your CV and a covering letter to  
[generalmanager@southdevonrailway.co.uk](mailto:generalmanager@southdevonrailway.co.uk)**

**Applications will close by Friday 6<sup>th</sup> February 2026 (may close earlier).**