



JOB DESCRIPTION

<u>JOB TITLE:</u>	Administrator
<u>DEPARTMENT:</u>	Administration
<u>POSITION:</u>	Temporary Maternity Cover 9-12 Months
<u>LOCATION:</u>	Portadown
<u>REPORTING TO:</u>	Office Manager
<u>PROBATIONARY PERIOD:</u>	6 months

Reporting Relationships and outline of the role:

The role of Administrator is extremely important in the day to day running of the company, supporting a team of Business Development Executives, Building Surveyors, Management and Directors. You will be required to undertake general administration tasks, deal with client queries, and prepare documents and reports on bespoke systems. You will be the main Administration support for the Building Survey teams across all regions. A high level of organisation and accuracy is required. As Administrator you will work as part of a growing team, all supporting each other when needed.

Responsibilities:

1. Preparation of administration documents.
2. Accurate Data input to the application systems.
3. Due diligence of the data and updating records on the application systems as and when required.
4. Compile reports as and when required by the Building Surveyors, Office Manager, Directors and clients.
5. Issue all relevant documentation to Building Surveyors and Clients via post or email.
6. Maintain an accurate filing and document control system.
7. Answering telephone queries from Clients, customers, Building Surveyors and the rest of the team. Professionalism is required at all times.
8. Assisting other members of the administration team as and when required. This includes providing support and cover for holidays or any other leave.
9. Provide assistance to the Managers and Directors as an when required.
10. Other duties as and when required by the Managers and Directors.

Location:

The role is performed in an office, and all relevant equipment is provided to enable you to perform your role to the best of your abilities. Due to extreme circumstances you may be required to work from home. This will be under the instruction of the Directors and only when it is an emergency to do so.



JOB DESCRIPTION

Essential Competencies/ Knowledge and Skills required for the role:

1. Minimum of 5 GCSE's (Grades A-C) or equivalent to include Maths and English.
2. Minimum of 1 year's relevant experience in busy office environment.
3. Customer service focused displaying excellent oral and written communication skills.
4. Strong organisational and time management skills.
5. Ability to prioritise work in order to meet strict deadlines.
6. Maintain a high level of accuracy paying close attention to detail.
7. Work effectively on own initiative in a pressurised environment and as part of a team.
8. IT literate and proficient user of MS packages.
9. Must be able to think clearly and solve problems.
10. Ability to work on own initiative with minimum supervision.
11. Must have interpersonal skills and a positive attitude to work and other people.
12. Ability to work as part of a team member.

Health and Safety responsibilities:

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Report to your manager/ Health and Safety manager any incidents that have led to or could have led to injury or an accident or have affected the environment.
- Report all injuries promptly that occur to yourself at work and obtain the necessary first aid treatment.
- Ensure that you work with managers and the Company to achieve a healthy and safe workplace environment.
- Help in the investigation of accidents in order to prevent recurrence.
- Ensure that you observe the company handbook and maintain a professional image at all times, and adhere to all Health and Safety regulations in the office.
- Set an example of safe, correct behaviour at all times in the office.
- Report any hazard / defect you may observe promptly to your immediate manager.
- Report any shortcomings in systems of work or procedures to your manager.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- To comply with safe systems of work at all times
- To advise managers when not trained for tasks you are being asked to carry out.

We are an Equal Opportunities Employer.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____