

## **Aspire Job Description**

---

Job Title: ADMINISTRATOR POSITION ID: ADM161  
 Entity: ASPIRE DEFENCE SERVICES LIMITED (ADSL)  
 Location: Aldershot  
 Reports to: Office Services Supervisor  
 Key Purpose of the Role: To provide effective administrative support as directed by the Tasking Line Manager and ADSL Management.

**Key Responsibilities:**

**General:**

- Tracking, retrieval and distribution of mail and packages.
- Making and answering telephone calls and signposting as appropriate, sending/receiving facsimile and e-mails.
- Maintaining the office filing systems, including archiving and securely disposing of sensitive information where appropriate.
- Maintaining and updating systems/databases, records and rolls to ensure accuracy, currency and integrity.
- Producing documentation i.e. letters and correspondence in line with ADSL standards, JSP 101 Defence Writing Guide and JSP 747 Information Management Protocol.
- Copy/audio typing
- Use Micro-soft Office Packages and other administration software to complete tasks, including MOD specific software
- Completing tasking requirements in a timely manner to meet ADSL's contractual requirements
- Undertake ADSL tasking, as directed by ADSL Supervisor
- Any other additional tasks that are reasonably related to the tasks listed above, at any working location within the scope of the garrison contract

**Job Specific:**

- Ensure IT theory tests are conducted in accordance with relevant instructions
- Issue IT theory test certificates
- Ensure that registered invigilators conduct no fewer than five tests per annum
- Liaison with Practical Test Administrator
- Assist with departmental general enquiries within the scope of administration role

**Health and Safety and Environmental:**

- Ensure the adoption of ADSL HSE policies and procedures and local HSE policies and procedures throughout the area of responsibility
- Ensure the adoption of safe working practices during the delivery of the service
- Maintain personal, departmental and garrison security requirements within the scope of operational delivery

**Qualifications:**

**Essential:**

- 3 GCSE's (or equivalent)
- NVQ level 2 (or equivalent) Office Administration

## **Aspire Job Description**

---

	<p>Desirable:</p> <ul style="list-style-type: none"><li>• ECDL (or equivalent)</li></ul>
Experience & Knowledge:	<p>Essential:</p> <ul style="list-style-type: none"><li>• Previous experience in an administration role</li><li>• Working knowledge of micro-soft office packages</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Previous experience of working within the MoD would be an advantage</li></ul>
Skills:	<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills (both verbal and written).</li><li>• A good level of literacy and IT skills with a good working knowledge of Microsoft Office packages.</li><li>• Highly organised with an ethical and professional approach</li><li>• Proven ability to prioritise tasks, pay attention to detail, work proactively and use initiative.</li><li>• Proven ability to work as part of a team</li><li>• Enthusiastic, willing and helpful</li></ul>
Date:	06 May 2016