

Aspire Job Description

Job Title:	ESTATES ADMINISTRATOR	POSITION ID: EA613
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	Tidworth (TidNBul)	
Reports to:	Reactive Maintenance Manager	
Key Purpose of the Role:	To provide an efficient and effective administration support to the Maintenance Teams ensuring a comprehensive delivery of service.	
Key Responsibilities:	<ul style="list-style-type: none"> • Work as a member of the Estates Department maintaining administrative processes and procedures to support the teams in line with the ADSL Management System. • Act as a point of contact to receive incoming enquiries/visitors and either deal with or signpost as appropriate in an efficient and competent manner. • Input and maintain accurate and effective information in Estates databases/IT systems and assist in producing standard reports and analyses to support the Estates management function. • Carry out checks on time sheets in order to gather information to be reported. • Liaise with team members, assist in prioritising team work load, and ensure closure of jobs as appropriate and all completed paperwork is passed to the relevant section. • Assist in raising orders and requisitions and follow up the subsequent processes in line with company procedures. • Produce documentation such as standard letters, reports etc in line with ADSL's processes and standards. Where appropriate, assist with responses to enquires/correspondence. • Prepare agendas, arrange meetings and attend to take concise minutes competent manner. • Maintain office notice boards in accordance with ADSL requirements. • Carry out filing requirements of the department including systematic archiving of data. • Arrange engineer attendance schedules for one off items, such as training courses etc. • To undertake and manage work in a safe manner in accordance with legislation and the company "Safety First" value. • Ensure the adoption of ADSL's HSE policies and procedures throughout the area of responsibility. • Ensure the adoption of safe working practices at all times during the maintenance and repair of the estate. • Carry out any other duties as may be reasonably required 	
Qualifications	Essential: <ul style="list-style-type: none"> • Minimum of five GCSE level (or equivalent) including Grade C in 	

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English Language and maths

- ECDL (or equivalent) Computer Qualification

Desirable:

- NVQ in Business Administration
- UK Valid Driving Licence

Experience & Knowledge:

Essential:

- Proven experience of general office administration work; preferably in a technical environment using computerised systems.
- Very good organisation and communication skills, both written and spoken.
- Good working knowledge of all Microsoft Office programmes particularly Excel Spreadsheets.
- A practical and proactive approach with the ability to show initiative and pay attention to detail.

Skills:

- Communicates clearly to inform and influence others on what they need to know, when they need to know it; uses effective methods to deliver message.
- Works effectively with others and maintains constructive relationships within the team, across the business and externally
- Commits to putting customers first and delivers high quality service that meets or exceeds expectations.
- Ability to work on own initiative, organising and prioritising own work to meet deadlines
- The ability to adapt to changes and problem solve tasks

27 November 2019

Date: