

Aspire Job Description

Job Title:	ADMINISTRATOR	POSITION ID: ADM178
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	ALDERSHOT	
Reports to:	Office Services Supervisor	
Key Purpose of the Role:	To provide effective Administration and Supervisory Support for the department and ADSL Manager.	
Key Responsibilities:	<p>General:</p> <ul style="list-style-type: none">• 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 <p>Job Specific:</p> <ul style="list-style-type: none">• Undertake Audio Typing• Transcription of recorded interviews / meetings <p>Health and Safety and Environmental:</p> <ul style="list-style-type: none">• 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 in line with ADSL's HSE policies and procedures• Maintain personal, departmental and garrison security requirements within the scope of operational delivery	

Qualifications

Essential:

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- 3 GCSE's (or equivalent)
- NVQ level 2 (or equivalent) Office Administration
- Intermediate level experience of Micro-soft Office Packages

Desirable:

- ECDL (or equivalent)

Experience & Knowledge:

Essential:

- Previous experience in an administration role
- Working knowledge of micro-soft office packages

Skills:

- Excellent interpersonal and communication skills (both verbal and written).
- A good level of literacy and IT skills with a good working knowledge of Microsoft Office packages.
- Highly organised with an ethical and professional approach
- Proven ability to prioritise tasks, pay attention to detail, work proactively and use initiative.
- Proven ability to work as part of a team
- Enthusiastic, willing and helpful

Date:

June 2020