

Aspire Job Description

Job Title: Estates Administrator **POSITION ID:**EA872

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: Larkhill

Reports to: Estates General Manager

Key Purpose of the Role: To provide a comprehensive administrative support to the Maintenance Team to ensure efficient and effective delivery of service

Key Responsibilities:

- 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.
- Undertake any Mandatory training as required
- Actively promote the "Safety First Always" policy and report all bad practices or incidents spotted to the Help Desk.
- Work as a member of the Estates Department maintaining administrative processes and procedures to support the team 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.
- Liaise with outside agencies/external stake holders as required to assist in the co-ordination of access and /or programming of works.
- 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 and upkeep of office notice boards in accordance with ADSL requirements.
- Carry out filing requirements of the department including systematic archiving of data.

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- Arrange engineer attendance schedules for one off items, such as training courses etc.
- Carry out any other duties as may be reasonably required.

Qualifications

Essential:

- Minimum of five GCSE level (or equivalent) including Grade C in English Language and maths
- ECDL (or equivalent) Computer Qualification
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Desirable:

- NVQ in Business Administration

Experience & Knowledge:

Essential:

- Proven experience of office administration work; preferably in a technical environment.
- Excellent organisation and communication skills, both written and spoken.
- Proficient keyboard skills
- A comprehensive 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.

Desirable:

- Experience of attending meetings and taking minutes

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.
- The commitment to Safety First – Always and the drive for continual improvement in this area.
- Understands the right level of quality delivered in a systematic and consistent way to enhance both customer and stakeholder satisfaction.

January 2021

Date:

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