

Aspire Job Description

Job Title:	ESTATES ADMINISTRATOR - ASSET POSITION ID:ADADM125 DATA TEAM
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)
Location:	TidNBul
Reports to:	Data Manager
Key Purpose of the Role:	To provide comprehensive administrative support to the Asset Data Team to ensure efficient and effective delivery of service
Key Responsibilities:	<ul style="list-style-type: none">• To undertake and manage work in a safe manner in accordance with legislation and the company "Safety First" value.• 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 Asset Data Team maintaining administrative processes and procedures to support the team in line with the ADSL Management System.• Support the Survey Team by preparing "survey packs" containing H&S information, building plans, maintenance records, specialist inspection reports and test certificates.• 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.• 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 act as the Estates ZHEG Coordinator, to attend to take concise minutes competent manner.• Carry out filing requirements of the department including systematic archiving of data.• Carry out any other duties as may be reasonably required.

Aspire Job Description

Qualifications

Essential:

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

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.
- Pay attention to detail and maintain accuracy when completing tasks.

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.

TBC

Date: