

## Aspire Job Description

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| <b>Job Title:</b>               | ADMINISTRATOR   | <b>POSITION ID:</b> ADM172 |
| <b>Entity:</b>                  | <b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>   |                            |
| <b>Location:</b>                | Aldershot   |                            |
| <b>Reports to:</b>              | Office Services Supervisor  |                            |
| <b>Key Purpose of the Role:</b> | To provide effective administrative support as directed by the Tasking Line Manager and ADSL Management.  |                            |
| <b>Key Responsibilities:</b>    | <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Tracking, retrieval and distribution of mail and packages.</li> <li>• Making and answering telephone calls and signposting as appropriate, sending/receiving facsimile and e-mails.</li> <li>• Maintaining the office filing systems, including archiving and securely disposing of sensitive information where appropriate.</li> <li>• Maintaining and updating systems/databases, records and rolls to ensure accuracy, currency and integrity.</li> <li>• Producing documentation i.e. letters and correspondence in line with ADSL standards, JSP 101 Defence Writing Guide and JSP 747 Information Management Protocol.</li> <li>• Copy/audio typing</li> <li>• Use Microsoft Office Packages and other administration software to complete tasks, including MOD specific software</li> <li>• Completing tasking requirements in a timely manner to meet ADSL's contractual requirements</li> <li>• Undertake ADSL tasking, as directed by ADSL Supervisor</li> <li>• Booking of travel and accommodation</li> <li>• Any other additional tasks that are reasonably related to the tasks listed above, at any working location within the scope of the garrison contract</li> </ul> <p><b>Job Specific:</b></p> <ul style="list-style-type: none"> <li>• Liaise with ADSL Helpdesk to record and follow-up work requests</li> <li>• Process, authorise and allocate vehicle requests</li> <li>• Assist with departmental arrival/departure procedures</li> <li>• Maintain the Joint Asset Management Equipment System</li> <li>• Maintain vehicle request paperwork for audits</li> <li>• Assist with forecasting and programming of routine vehicle maintenance</li> <li>• Be current with Joint Service Publications (JSP's)</li> </ul> <p><b>Health and Safety and Environmental:</b></p> <ul style="list-style-type: none"> <li>• Ensure the adoption of ADSL HSE policies and procedures and local HSE policies and procedures throughout the area of responsibility</li> <li>• Ensure the adoption of safe working practices during the delivery of the service</li> </ul> |                            |

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- 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

#### Desirable:

- ECDL (or equivalent)

### Experience & Knowledge:

#### Essential:

- Previous experience in an administration role
- Working knowledge of Microsoft Office packages

#### Desirable:

- Previous experience of working within the MoD would be an advantage

### 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
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### Date:

20/11/16