

## Aspire Job Description

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<b>Job Title:</b>	ADMINISTRATOR	<b>POSITION ID:</b> ADM214
<b>Entity:</b>	<b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>	
<b>Location:</b>	Montgomery House	
<b>Reports to:</b>	Offices 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 Micro-soft 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>• 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>• Maintaining I Hub registry documentation and coordination of governance of internal record keeping</li><li>• Maintaining required documentation security classification and protection markings</li><li>• Receive, receipt, cascade information and the storage and retrieval of records</li><li>• Ensure required information management policies, guidance and instructions are followed and maintained</li><li>• Maintain electronic records management system, file plan and distribution lists</li><li>• Advise parties on correct use of MOSS and records file plan</li><li>• Act as Authorised Demander under delegated direction</li><li>• Provide import and export capability between different systems</li><li>• Maintain access to DII(F), team sites and MOSS team sites</li></ul>	

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- Work shift pattern to maintain operational delivery between 0800 – 1800 Monday to Friday

### **Health and Safety and Environmental:**

- 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 during the delivery of the service
- 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

### **Date:**

06/05/2016

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