

## Aspire Job Description

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<b>Job Title:</b>	ADMINISTRATOR	<b>POSITION ID:</b> ADM198
<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 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>• To welcome, register, authorise and escort visitors</li> <li>• Maintain building key security, permitting access to authorised personnel only</li> <li>• Providing switchboard and directory enquiry services for Home Command and Regional Command</li> <li>• Taking messages for calls diverted to Reception</li> <li>• Check fire alarm control panel daily and escalate concerns/issues</li> <li>• Updating Health and Safety / Fire instructions / First Aid and other information on notice boards.</li> <li>• Report any building maintenance and health and safety issues to the Helpdesk.</li> <li>• Maintain and monitor all Helpdesk requests through to completion.</li> <li>• Assist, maintain and monitor the booking of meeting rooms.</li> <li>• Housekeeping checks of all meeting rooms.</li> <li>• Facilitate, process and manage the booking of hospitality requests.</li> </ul>	

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- The sorting, security screening and distribution of all mail and parcels including Recorded and Registered deliveries.
- To collect and sort all mail from departments for external delivery.
- The collation, creation and distribution of Part One Orders.
- Assist in the operation of the 'Wide-awake' procedures.

### **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 micro-soft 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:** 15 September 2017