

## Aspire Job Description

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**Job Title:** ESTATES ADMINISTRATOR **UPRN: EA632**

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

**Location:** TidNBull

**Reports to:** PPM 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.

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- Maintain and upkeep of office notice boards in accordance with ADSL requirements.
- Carry out filing requirements of the department including systematic archiving of data.
- 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**

#### **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.

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- Understands the right level of quality delivered in a systematic and consistent way to enhance both customer and stakeholder satisfaction.

**Date:** 12/11/18