

Aspire Job Description

Job Title:	STORES ADMINISTRATOR	POSITION ID: STADM314
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	TidNBul	
Reports to:	<i>STW Stores Coordinator</i>	
Key Purpose of the Role:	To provide professional administrative support to the Estates Stores 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 values. • Ensure the adoption of ADSL's HSE policies and procedures throughout the area of responsibility. • Undertake any mandatory training as required. • Actively promote the "safety always" policy and report all bad practices or incidents spotted to the helpdesk. • Provide stores administrative support to the team. • Input and maintain information in databases and assist with producing standard reports and analyses to support the team in line with the ADSL management system. • Raise 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 coordination of access and /or programming of works. • Prepare and collate stores reports. • Produce documentation such as standard letters, reports etc in line with ADSL processes and standards. Where applicable assist with responses to enquiries/correspondence. • Act as a point of contact to received incoming enquiries/visitors and either deal with or signpost as appropriate in an efficient and competent manner. • Maintain holiday planners ensuring department cover at all times. • 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. • Prepare agenda's, arrange meetings and attend to take concise minutes for distribution. • Maintain and up keep the office notice boards in accordance with
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ADSL requirements.

- Carry out filing requirements of the department including systematic archiving of data.
- Review orders and chase up materials collections from stores.
- 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

Desirable:

- NVQ in Business Administration

Experience & Knowledge:

Essential:

- Proven experience of office administration work; preferably in a technical/stores 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 it; uses effective methods to deliver message.
- Works effectively with others and maintains constructive relationships with business and externally
- Commits to putting customers first and delivers high quality service expectations.
- The commitment to Safety First – Always and the drive for continual improvement
- Understands the right level of quality delivered in a systematic and consistent manner to ensure both customer and stakeholder satisfaction.

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Date: 02/09/20