

## Aspire Job Description

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<b>Job Title:</b>	ADMINISTRATOR	<b>POSITION ID:</b> ADM180
<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 Administration and Supervisory Support for the department and ADSL Manager.	
<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>• Ordering and administration of mobile telephone devices and 3G cards</li><li>• Administration of MODNET roles</li><li>• Managing requests for international usage of mobile technology</li><li>• Investigate "best value" of mobile phone contract</li><li>• DII Authorised Demander on restricted and secret</li><li>• Ordering and maintaining RLI-RA account</li><li>• Actively assist during UK Ops</li><li>• Undertake building or IT hardware</li><li>• Maintaining equipment loan requests</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 in line with ADSL's HSE</li></ul>	

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policies and procedures

- 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
- Previous experience in an administration role
- Working knowledge of micro-soft office packages

### Experience & Knowledge:

#### Essential:

- Working knowledge of micro-soft office packages

### 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:

June 2020