

Aspire Job Description

Job Title: ADMINISTRATOR AND DEPUTY GRAPHICS OFFICER **POSITION ID:** ADMGO223

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

Location: ALDERSHOT

Reports to: Support Services Supervisor

Key Purpose of the Role: The provision of labour, postal and multi-media support to Montgomery House encompassing offices moves, general support of the maintenance department as required and maintaining housekeeping within general areas and meeting rooms. To provide support to the postal, reception and Aspire Media Services delivered within the building.

Key Responsibilities: Key activities and company or legal standards to be complied with.

- Weekly testing of the fire alarm, reporting any fault or issues with immediate effect.
- Daily cleaning of entrance areas ensuring areas are free from general debris including litter and leaves.
- Gritting of entrance and exit areas when required ensuring areas are safe and free from snow and ice.
- Daily pick of litter ensuring external areas are clean and presentable.
- Carry out furniture/office equipment moves including archive boxes as and when requested ensuring compliance within manual handling guidance.
- Assist with the setting up of meetings and events.
- Meeting room housekeeping checks.
- Shredding of documents as and when required.
- Report all maintenance and safety issues to the Helpdesk, ensuring Support Services Supervisor is informed.
- Tracking, retrieval and distribution of incoming mail.
- The sorting, security screening and distribution of all mail and parcels including Recorded and Registered mail.
- Answering telephone calls and sign posting as appropriate, sending/receiving e-mails.
- Maintaining and updating the system/ database to ensure its accuracy, currency and integrity.
- To provide cover to reception during times of absence or increased workloads.
- To provide day-to-day Reception & administration duties to support the Aspire Media Services.
- Liaise with customers & Support Services Supervisor to ensure a high quality, timely and accurate product is maintained at all times.
- Collate & provide regular click-counts of multi-functional devices to Canon.
- Be the single point of contact for the repair & issues of multi-functional devices, ensuring the Support Services Supervisor is

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informed.

- Undertake ADSL tasking, as directed by ADSL Support Services Supervisor.
- Any other additional tasks that are reasonably related to the tasks listed above, at any working location within the scope of the garrison.

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)

Desirable:

- ECDL

Experience & Knowledge:

Essential:

- Previous experience within an administration and postal service role.

Desirable:

- Previous experience of working within the MoD would be an advantage.

Skills:

- Excellent interpersonal and communication skills.
- A good level of literacy and IT Skills with a good working knowledge of Microsoft 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.
- Ability to carry out manual handling activities.

Date:

03 Nov 2021

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