

DRAFT JOB DESCRIPTION

POST TITLE	Administration Assistant		
DIVISION/DEPARTMENT	Installation & Facilities Management		
REPORTS TO	Installation & Facilities Manager	GRADE	7

AIM

To provide administrative support within the Specified Group within the Technical Division. The post holder will be required to work flexibly, in a rapidly developing office environment. It may be necessary to assist, or cover for, other administrative staff from time to time.

RESPONSIBILITIES

The key duties of the post are as follows :-

- Filing of correspondence in/out
- Setting up and maintenance of filing systems as and when required as works progress
- Preparing document transmittal forms based on a list of drawings/documents which the Group is required to issue
- Upkeep of the document/drawing register of all the Group contractors who have been sent documents/drawings and their issue
- Typing – Word skills for general preparation of letters/forms that the Group will issue, along with logging into the Group records system.
- User notifications for statutory/routine/unplanned for inspections/testing/repairs, etc.
- Arrange meetings, book and prepare meeting rooms and provide/arrange hospitality
- Once operational - helpdesk assistance

Plus other duties consistent with the grade as directed.

Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.