



Job Title	-	Administration Officer
Responsible to	-	Admin Manager
Salary	-	Starting at £20,475 (£10.50/hour)
Hours	-	37.5hrs per week Monday - Friday
Term	-	Maternity Cover (1 Year Fixed Term)
Holidays	-	28 days per annum or pro rata

Job Purpose

To provide administrative support for the business enabling it to deliver its services effectively and efficiently.

Key tasks and responsibilities

1. Answering the phone as required, dealing with enquiries and visitors to the office, as appropriate, and passing on calls and enquiries to the relevant person.
2. Preparing job and tender files, ensuring that all required and relevant documents are included ready for use and that a digital record is kept of all associated paperwork and e-mail communication.
3. Dealing with enquiries for contracts and assisting in the preparation of tenders and general documentation, as required.
4. Generating relevant paperwork as required and identifying and passing any specific queries onto senior personnel.
5. Maintaining the electronic diary and recording ongoing and future work activity.
6. Ensuring that reports and paperwork produced for senior personnel are produced with typing, spelling, formatting and layout thoroughly checked before its submission for final approval.
7. Carrying out checks on sub-contractors, ensuring that all necessary paperwork is available and recorded appropriately.
8. Arranging travel, visas and accommodation.
9. Recording the works performed by sub-contractors, ensuring that all time worked is accurately recorded and that the charges made by sub-contractors accurately reflect the work delivered.
10. Checking CIS details for each contractor/sub-contractor and organising payment for works delivered whilst complying with the CIS scheme.
11. Any other duties as may reasonably be required to meet the needs of the business.

There is a 3 month probationary period. On satisfactory completion of this probationary period, the hourly rate may be reviewed.