

## Administrator

### About The Role

Are you an experienced Administrator looking for a new challenge within a growing organisation that makes a real difference to people's lives? If so, read on.

As an Administrator – Workplace, you will be providing an effective administrative service for the Workplace and Securities team.

You will provide an efficient and professional front of house service to visitors to the organisation – putting customer service at the heart of everything you do. You will be the first point of contact for colleagues and visitors attending our offices.

### About The Candidate:

To be a successful Administrator you will have the skills, knowledge and experience required for the below role specific requirements: -

- Good level of knowledge and experience of MS Office systems.
- Previous experience in reception/administration role.
- Excellent communications skills both verbal and written, with ability to liaise with a wide range of customers.
- Demonstrable commitment to the delivery of excellent customer service.
- Team player.
- Manual handling skills.
- Fire Safety. (D)
- First Aid. (D)
- Excellent organisational and time management skills to effectively prioritise workstreams.
- Able to work independently and in a team environment.
- Good level of IT literacy.
- Good level of literacy and numeracy.
- Manual handling training.

### Job Requirements:

- Manage data in spreadsheets and reports.
- Keep records and reports up to date.
- Help maintain the budget plan.
- Organize and schedule meetings and events.
- Supervise other staff and delegate responsibilities.
- Handle technical issues in their area of expertise.
- Carry out clerical duties, including answering phones and preparing documents.

### Our Reward and Benefits:

- Discretionary Bonus scheme.
- 26 days annual leave plus bank holidays with service-related increase to your entitlement up to 30 days plus an option to purchase extra annual leave.
- Family Friendly policies.
- Employee Assistance Programme.
- Health and Wellbeing programme which includes enhanced sick pay, monthly campaigns, training, and yearly flu jabs.
- Learning and Development including coaching and professional qualification support.