

JOB DESCRIPTION AND REQUIRED SKILLS

Role Title: Trainee Administrative Assistant

Reporting to: The Office Manager

COMPANY DESCRIPTION:

Our vision is to:

- provide world class engineering locally
- provide safe, sustainable and enjoyable careers for those with the tenacity to succeed in our sector

We achieve this through our core values and behaviours, such as being honest, working hard and putting the health, safety and wellbeing of our employees at the heart of everything we do. Our company culture is extremely important to us.

ROLE PURPOSE:

To work as part of a small team delivering efficient and effective administrative support to the general office and accounts function.

This role primarily provides administrative support to the office, ensuring the day-to-day general office operations run smoothly and that our routine deadlines are met. Providing help and guidance to colleagues and suppliers is also central to this role.

REQUIRED SKILLS:

- **Teamwork.** To work collaboratively with others, to solve problems and achieve positive results.
- **Attention to detail.** The ability to accomplish tasks with thoroughness and accuracy.
- **Numeracy.** The ability to use basic numeracy skills, such as calculating and checking, to solve problems and achieve work tasks.
- **Organisation skills.** The ability to organise self and prioritise workload, ensuring key tasks are done within agreed timeframes.
- **Technology.** The ability to utilise a range of MS Teams systems and applications and a willingness to learn new technologies.
- **Communication skills.** The ability to inform, explain and convey information clearly and effectively to a broad range of stakeholders.
- **Problem solving.** The ability to identify issues and the options available and decide on a course of action, sometimes under time pressure.
- **Learning.** The desire to learn new skills and knowledge relevant to the role. The ability to assimilate information and apply new learning on the job.

RESPONSIBILITIES/TASKS:

Following training and under supervision and guidance:

- Maintain the purchase ledger to ensure it is accurate and up to date. Check invoices against purchase orders and delivery tickets and input data onto the relevant accounts system.
- Provide support to the end-to-end payroll process. Checking timesheets, input data onto the accounting systems and deal with basic payroll queries.
- Set up new contract folders in a timely manner
- Prepare for new employees, ensuring the new starter procedure is followed, employee packs are made and relevant details are set up on the appropriate systems.
- Produce HR reports and provide administrative support as required.
- Prepare and upload company recharges.
- Provide general office support, such as answering calls, responding to queries, dealing with post, filing, stationery orders and holiday forms.
- Any other duties deemed reasonable for the role.

Previous experience in all the above areas is not necessary, training will be given in all areas to the extent required.

RESPONSIBILITIES IN RELATION TO HEALTH, SAFETY AND WELFARE – ALL EMPLOYEES

- Take reasonable care of your own health and safety and that of others who may be affected by what you do or do not do
- Co-operate with management on health and safety matters, including raising concerns as they arise
- Make yourself aware of workplace first-aid, fire and other emergency procedures
- Only undertake work for which you are trained, authorised, and competent to undertake
- Apply relevant content of and Health and Safety training provided
- Ensure any accident or near-miss is reported
- Not interfere with or misuse anything provided for health safety and welfare
- Personally set a good example.