

# Administrator

## Role Title: Administrator

## Reporting To: Dependent on department

## Key Tasks

- To provide secretarial and administrative support
- To provide a full and comprehensive administrative service
- Give pro-active support, working on own initiative
- Production of accurate bid documentation
- Liaison with Client and full team
- Co-ordination of all meetings and correspondence
- Management of team communication, internally and externally
- Management of all diaries ensuring timetables and meetings are met
- To provide the necessary information and correspondence before and after meetings in a timely manner
- To provide a key point of contact for members of the JV and the JV customers

## Technical Expertise

- At least GCSE in English Language and Maths, or equivalent
- Secretarial qualification preferred
- IT literate
- RSA III typing preferred (able to demonstrate capability by testing)
- MS Office packages including Word, Excel and Outlook
- Ideally with a projects background
- Able to demonstrate thorough knowledge of MS Outlook

