

## Admin Support

<b>Job Title:</b>	Admin Support
<b>Department:</b>	Multi-Client Services
<b>Reporting to:</b>	Contract Administrator
<b>Responsible for (staff):</b>	Not Applicable
<b>Location:</b>	Redditch
<b>General Purpose of Role:</b>	To carry out administration duties for the multi-client services

## ACCOUNTABILITIES

- Subcontractor support – issuing POs and monitoring work orders
- Supplier and Sub-contract Invoice Queries – through to resolution
- Monitoring and approving Non-PO Supplier invoices
- Updating field Rotas
- Tracking and monitoring compliance of Engineer's Equipment in the field
- Data inputting and maintenance of systems
- PPM monitoring to ensure SLAs and compliance requirements are met
- Creating BER reports and monitoring through to completion
- Parts Ordering
- Uploading estimates to client's system for ETC approvals
- Tracking and reporting on monthly ETC works
- Liaising with desk, field teams and senior management
- Ad hoc Administration requests as and when required

## KNOWLEDGE AND SKILLS

- Strong planning, analytical and organisational skills
- Excellent interpersonal skills and written communication skills
- The ability to deal with people at all levels
- Self-motivated, self-disciplined with strong time management skills
- Flexible 'can do' attitude
- Ability to prioritise and manage conflicting deadlines
- IT literate and proficient in the use of Microsoft Office applications
- Ability to handle sensitive and confidential information in a professional manner
- High level of attention to detail

## VALUES & BEHAVIOURS

### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others