

Admin Support

Job Title:	Admin Support
Department:	Multi-Client Services
Reporting to:	Admin Manager
Responsible for (staff):	Not Applicable
Location:	Redditch
General Purpose of Role:	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