



Office Administrator

JOB DESCRIPTION

Emelec Building Services Limited carries out maintenance, refurbishment and property services. We have secured a number of long term maintenance contracts with a prestigious client and are now looking to develop and expand our existing client base. Our geographical coverage is Watford, Hertfordshire but we are looking to expand to take in London and the Northern Home Counties. The office is based in Watford. We have an opening for an office administrator to assist us with this additional work and help us expand and grow. It is envisaged, with the right candidate the role will expand and grow as the origination does.

Reporting to the Operations Director, the Office Administrators main responsibilities will include:

1. Looking after the office during working hours and being the first point of contact for Emelec
2. Telephone management, answering and making calls to suppliers, clients and colleagues in a professional manner.
3. Email management, sending, receiving and responding to email.
4. Printing, copying and scanning documentation.
5. Filing and file management both soft and hard copies.
6. Providing secretarial support to the Operations Director and the Project Coordinator
7. Creating and managing a database of suppliers for current and future use. This should include reports on viability and performance.
8. Ordering material from suppliers.
9. Creating estimates, purchase orders and invoices and generally overseeing project finances.
10. Monitoring of stationery supplies and ordering as required.
11. Any other duties which are appropriate to the post, which are agreed upon by the Operations Director.

PERSON SPECIFICATION

The Administrator will have proven administrative, secretarial, organisational and interpersonal skills, a flexible approach and ability to prioritise and manage a varied workload in a busy office environment.

COMPETENCIES AND QUALIFICATIONS

- Good inter-personal, presentation and communication skills
- Good organisational, multi-tasking and time management skills
- Good understanding of Microsoft Applications including Windows, Microsoft Word, Excel and Outlook. The use of other applications may be necessary e.g. AutoCAD but training will be given where required.
- Accurate typing and data input skills
- Ability and willingness to work flexibly, under pressure and to deadlines
- Ability to work to existing systems / Ability to implement systems
- Seek to solve problems and submit proposals to team / manager for decision making
- Able to work under own initiative but also integrate within in a team
- Good telephone manner
- Experience of working in a customer focused role
- Remaining calm and positive, especially under pressure
- Organised, Reliable, Punctual
- Hardworking, Meticulous, attention to detail
- Diplomatic and discrete
- Some background in facilities, maintenance or construction would be helpful as would some knowledge of building materials / products / processes – but not essential