

JOB DESCRIPTION

Job Title: Office Assistant	Date: February 2010
Location: With Head Office based in Bodiam a full driving licence and own car or access to transport will be required.	
Reports to: HR & Training Manager	
Functional responsibility to: Estimating, Surveying, Marketing, Procurement, Contracts, Safety Departments; Directors	
Other regular relationships: <ul style="list-style-type: none"> • Directors • Surveyors • Contracts Managers • Estimators • Site Managers • Accounts Department 	
Immediate subordinates: None	
Overall Purpose of Job: Overall administration duties for the whole of the office:- <ul style="list-style-type: none"> • Answering the telephone. Dealing with the calls as required (i.e. putting through to the relevant person or their voice-mail). Taking messages where necessary and passing them on to the relevant person either in person, over a note but preferably by e-mail. • Keeping the reception area neat and tidy. • Greeting visitors. Ensuring they are written into the in/out book. Advising the relevant person of their arrival. Offering and making drinks where required, including on training days. Escorting the visitor(s) to the place of the meeting if necessary. • Monitoring of staff and visitors in and out book for whereabouts of colleagues to enable advising callers of people's availability and for fire safety purposes. • Keeping of office diary and checking it on daily basis for relevant information; checking whether tea/coffee need to be set up in meeting room; ensuring no double bookings of the meeting rooms are made. • Dealing with Mail:- <ol style="list-style-type: none"> a) <u>Incoming</u>: opening, date stamping, sorting and distributing to relevant person/department b) <u>Outgoing</u>: enveloping, labelling if necessary, franking, bagging; taking to the Post Office for posting if required in case of emergencies, large packets or failure of collection. c) Liaising with the Post Office and Postman with regard to our requirements (especially at office closure times). • Photocopying of all typed material, any relevant enclosures, other paperwork and plans. • Copy and distribute drawings to site as requested by the Contracts Manager/Surveyor/Site Manager. • Typing of all correspondence, sub-contract orders, variation orders, method statements and other documents throughout the day as they are passed on. • Filing of all day to day paperwork on regular basis. Setting up of job files (including front file sheets). • Faxing of correspondence when required. • Receiving faxes via e-mail and forwarding on to the relevant person, c.c.-ing if necessary. • Contact with Site Managers and meeting their requirements, including ordering/cancelling BT site landlines. 	

- Enter tender/job information on Access database ensuring timely update of information and accuracy of entry.
- Creating, putting together and distributing of Health and Safety Plans for all new jobs in conjunction with the H&S Compliance Manager.
- Checking, keeping and updating of stationery stock levels, ensuring best deals with stationery suppliers. Ordering stationery, cleaning supplies and tea and coffee as required.
- Cancelling/changing delivery days and amounts of milk delivered to the office as and when required.
- Archiving of finished job files and keeping the list up to date and accurate, including scanning files, drawings, etc. onto our electronic archive system.
- Doing food/grocery shop from a given list once a week for the Canteen on the way into work, where applicable.
- General admin duties for overall office – helping out all departments as and when necessary.
- All other general office and admin duties and some to develop with time as the company grows.

Limit of authority

- No authority to commit financial resources
- No authority to recruit staff
- No authority to dismiss/suspend staff

Resources available

- Desktop computer with Microsoft Office Package, various printers and scanner
- Digital photocopier and plan copier
- Telephone, fax machine
- Use of e-mail and access to the internet

Qualifications required

- 3 GCSE's Grade C or above, or equivalent, including English & Maths

Skills Required

- Relevant experience would be an advantage
- Good communication skills; well spoken and personable; able to get on with diverse personalities
- Good literacy and computer skills, especially Word and Excel. Basic knowledge of Access would be useful
- Strong organisation, planning, problem-solving and multi-tasking skills
- Confident, resourceful and practical
- Self-motivated with the ability to work alone or within a team
- Driving license holder with own car
- Personal commitment to equality and diversity

Training

All staff are encouraged to further their personal training and development. This is carried out both externally and in house by agreement, and this will be supported and paid for by Westridge Construction Ltd, provided there is a benefit to the business.

Conditions and package:

Remuneration:	TBA
Working hours:	8.30 am to 5.30 pm with an hour lunch break
Holiday:	20 days holiday plus Bank Holidays (N.B. part of this allowance will be taken during the Company winter shutdown) Additional winter days accrued at 1 day per two full (holiday) calendar years service, to a maximum of 5 extra days. Holiday year runs from 1 st January to 31 st December.
Travelling:	Where the employee's car is used in the course of business a mileage allowance of 0.35p per mile will be paid
Pension:	Stakeholder pension with employee contributions
Bonus:	Discretionary Company Reward Scheme from profit share but dependent upon company profitability and individual performance targets being achieved
Conditions:	Company Standard Rules and Contract of Employment provide further details