

JOB DESCRIPTION/PERSONNEL SPECIFICATION

JD No: 46

Job Title	Direct Works - Administrator
Remuneration	£TBC depending on experience 35 hours per week Six month probationary period 30 holiday per annum (inclusive of Bank holidays) Life Assurance *completion of probationary period x 4 times salary
Reporting To	To be confirmed
Location	Blackbourne Integrated M & E – Head Office
Job Purpose	Blackbourne Integrated M & E a leading Northern Ireland M&E contractor seeks to appoint an Administrator to provide <ul style="list-style-type: none"> • administration support to the team of Contract Managers within the Direct Works division as required • administration support to the HR Manager for Health & Safety & IT activities as required <p>To contribute to and participate in a Continual Improvement Ethos within the organisation.</p>

Key Duties

- Providing administration support to the Contracts Manager(s)
- Responsible for the timely preparation of Site Contract manuals under the guidance of the designated Contracts Manager
- Develop the template for the Site Contract Manual and update/review when appropriate under the guidance of the Contract Manager(s)
- Undertake general administration duties, including filing, photocopying, faxing, and emails and answering the telephone.
- Provide cover to reception on relief basis as and when required
- **Providing administration support to the HR Manager in conjunction with Health & Safety and IT activities within the Company**
- **To maintain the Company Health & Safety folder on the share drive**
- **To assist, co-ordinate and maintain the external IT support (approved IT consultant) for computer & communication hardware devices to ensure all IT related enquires from staff are dealt with in a timely and cost effective manner.**
- **Update and maintain the Company Asset Register**
- Update and maintain spreadsheets within Nav System
- Ensure compliance with Company Policies: standards and Procedures
- Ensure compliance with the Company's Integrated Management System (IMS system) - ISO 9001: 2008, ISO 14001: 2004, OHSAS 18001:2007
- Ensuring compliance with Health & Safety and environmental regulations
- Provide cover to reception on relief basis as and when required by the HR Manager
- Any ad hoc duties deemed necessary by Management

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.

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<p>Personnel Specification</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Five GCSEs (A-C) or equivalent • NVQ level 3 in administration or equivalent • Numeracy competent – at least grade C GSE maths or equivalent • A minimum of 2 years' experience is essential as an Administrator working in the busy office environment for a team of Managers or multi departments. • A minimum of 1 year experience of co-ordinating problem solving IT issues • High organisation skills, able to use initiative and to work in pressurised environment. • Excellent verbal communication skills, with the ability to communicate clearly, effectively and appropriately with colleagues, suppliers and others at all levels • Keen attention to detail. • Excellent Computer and IT skills with using Microsoft Word; Excel; PowerPoint: Outlook applications. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Be able to make decisions under time restraints and achieve targets and work under pressure. • Have a business-like approach. • Be able to absorb and assess information quickly. • Have good creative ability and an eye for detail. • Have excellent business, planning and organisational skills.
<p>Additional Information</p>	<ul style="list-style-type: none"> • Working hours - 9am to 5pm Monday to Friday (1 hour lunch from 1pm to 2pm) <p>Apply in writing by emailing your current CV to bernadette.clarke@blackbourne.co.uk Ensuring that you express details of how you meet the criteria of the vacancy. Closing date for receipt of CV's is Friday 10th February 2012 at 5.00pm. We are an Equal Opportunities Employer. Please note we will not accept canvassing of recruitment agencies</p>