

# **JOB DESCRIPTION**

Post Title: **Administrative Assistant – Office Services**

Employer: **Hendre Ltd and its subsidiaries**

Responsible To: **Admin Officer**

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## **MAIN OBJECTIVES OF THE POST**

- To assist the Admin Officer in providing a full administrative service to the Hendre Group.
- To provide administrative support to the Group H&S Co-ordinator.

## **PRINCIPAL DUTIES**

1. To assist the Administrative Officer in the provision of a full administrative service to all members of the Hendre Group, including Board Reports, tender submissions, minute taking and other general secretarial duties.
2. To assist the Administrative Officer in the organisation of any PR functions at Board level.
3. To assist the Administrative Officer in ensuring that documents that require sealing are signed by authorised signatories, sealed in the required form and entered into the Seal Register.
4. To administer, in liaison with external brokers and the Group's insurance providers, all aspects of insurance, including submission of claims, liaison with operational managers, assisting in collating information for annual renewals, and communicating with the insurers on changes to the policy cover.
5. To administer the Group's mobile telephone contract, including renewals of existing contracts, procurement of new/replacement equipment, liaison with the external provider and service users, undertaking periodic review of options for sourcing the service.
6. To provide administrative support to the Group Health and Safety Co-ordinator, including the maintenance of the web based Health and Safety management system, liaison with individual business representatives to update the base records, checking progress on required actions in respect of Health and Safety issues, maintaining Health and Safety training records for all Group Members, maintaining up-to-date Health and Safety training manuals and other duties as required from time to time.

- 7. To implement the requirements of Hendre Limited's Health and Safety management system, including updating risk assessments, undertaking periodic audits and advising departmental managers on relevant issues relating to Health & Safety.
- 8. To assist in the administration of the Groups Private Health Scheme, liaising between the external provider, new and existing scheme members and Hendre's HR Department.
- 9. To provide reception cover in the absence of Clerical Assistants (Reception).
- 10. To ensure visitors are made welcome and, where appropriate, offered refreshments.
- 11. When required to direct any telephone calls which come through on the main number to the relevant section.
- 12. When required to open, sort and date stamp and distribute all incoming mail promptly.
- 13. When required to prepare by means of a franking machine etc. all outgoing mail from the Association's offices; to ensure that the meter register is kept adequately stocked with postage credit and that there are always sufficient postage labels available.
- 14. To assist in the ordering of stationery and consumables for the Association.
- 15. Any other duties that could reasonably be expected by the Admin Officer

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The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

Signed.....  
 [employee]

Date.....

Signed.....  
 [on behalf of the Association]

Date.....

**HENDRE LIMITED**

<b>PERSON SPECIFICATION: ADMINISTRATIVE ASSISTANT – OFFICE SERVICES</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	RSA II Typing/Audio RSA II Word Processing or equivalent	Shorthand
<b>WORK EXPERIENCE</b>	Experience in an administrative post  H&S administration experience  Liaison with operational management at all levels	Experience of minute taking at Board level
<b>SKILLS</b>	Good interpersonal skills and communication skills  Use of Microsoft Office suite of programmes  Organisational skills and ability to prioritise work  Use of Excel package  Courteous telephone manner	The ability to organise functions at Board level  Minute taking
<b>PERSONAL ATTRIBUTES</b>	Friendly, helpful and pleasant manner  Team work  Enthusiasm and drive  Ability to handle difficult situations  Ability to work under pressure  Mature, professional and flexible attitude to work	
<b>OTHER REQUIREMENTS</b>	Full current driving licence and use of motor car/vehicle	*****

## **PAY AND CONDITIONS - ADMINISTRATIVE ASSISTANT – OFFICE SERVICES**

1. The salary for this position is £17,676 per annum for 36 hours per week.

A cost of living rise is awarded on 1 January each year which is based on the index of average earnings percentage figure for the preceding August.

2. The hours of work will be **36** per week by agreement with management.

Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.

3. Your minimum paid holiday entitlement will be 20 days per annum plus bank and public holidays and extra statutory and concessionary days amounting to an extra 14 days in total per annum.

In addition to the basic entitlement, full-time staff with more than two years continuous service at the beginning of the leave year will qualify for one additional day's leave for each complete year of service up to a maximum of ten working days.

4. You will be required to be in possession of a current valid driving license and provide your own car. You will be reimbursed for mileage undertaken on the Association's business under the Fixed Profit Car Scheme under which the Association can pay tax-free mileage allowance.

For 2008/2009 this allowance is 40p per mile for the first 4,000 miles and 25p per mile thereafter.

5. Employees are entitled to join the Association's company pension scheme after three months employment with the Association.

6. On appointment you will become a member of the group life insurance scheme which entitles your next of kin to receive a sum of money equal to twice your annual salary in the event of your death whilst an employee of Hendre.

7. Eligible employees are entitled to join the Group Private Health Scheme, and, on payment of the necessary contribution, extend cover to members of their family.