

ADMINISTRATION ASSISTANT JOB DESCRIPTION

Job title: Administration Assistant

Department: Office

Reports to: Head of People and Culture

Job type: Full Time, Permanent

Location: 1 Ambrose House, Meteor Court, Barnett Way, Gloucester, GL4 3GG

ROLE DESCRIPTION

As Administration Assistant you will support the Sevenside Security Ltd team by handling day to day administrative tasks to ensure the smooth running of the office. Your role is essential in coordinating team activities, managing documentation and records, and contributing to a positive and professional working environment.

MAIN DUTIES AND RESPONSIBILITIES

Employee Administration

- Assisting with audits and maintenance of all Employee files
- Assisting with the management and maintenance of the organisations HR platform
- Assisting with new starter onboarding administration
- Assisting with the administrative elements of fleet (vehicle) management
- Assisting with the administration of companywide surveys
- Organising and coordinating monthly team lunches, and supporting with the organisation and running of companywide events
- Preparing, formatting, and distributing company newsletters
- Coordinating the monthly company Excellence Award
- Updating and maintaining internal communication platforms
- Assisting with ad-hoc people projects

Office Administration

- Managing and distributing all post and parcels that come into the office
- Supporting with the administration of shared inboxes, team diaries and meeting coordination where necessary
- Writing and distributing minutes for monthly management meetings
- Ordering and monitoring office consumables and sundries, ensuring supplies are consistently available

- Keeping the office areas clean and tidy and liaising with cleaning company when required
- Managing any incoming overflow phone calls and taking necessary messages

Other Tasks

- Supporting the administration of fleet management with parking charges and traffic fines
- Coordinating mobile phone contracts
- Supporting the Senior Leadership Team with client projects from time to time

SKILLS AND EXPERIENCE

- Previous administrative or clerical experience
- Highly proficient with Microsoft Office 365 suite and confident using computerised administrative systems
- Accurate data entry skills with exceptional attention to detail
- Effective communication skills and excellent phone etiquette
- Ability to prioritise tasks effectively and manage time efficiently
- Comfortable working independently, as well as collaboratively within a busy team

Competencies

- Reliability and punctuality
- Strong organisational skills
- Proactive problem solving
- Attention to detail
- Professional conduct and appearance
- Collaborative and respectful team player
- Ability to proactively identify opportunities for improving administrative processes

REQUIREMENTS

- Must have the legal right to work in the UK, proof of eligibility will be required prior to starting employment (essential)
- This role is subject to a basic DBS check, you must be able to satisfy the requirements for clearance (essential)

This job description is not exhaustive and may be subject to change. You may be required to undertake other duties from time to time, as reasonably required, to support the needs of the Sevenside Security Ltd.