



## Senior Office Administrator

### JOB DESCRIPTION

Reporting to: Managing Director

Salary scale: £20 - £25k

Contract type: Full-time, Permanent (part-time at pro-rata salary considered)

#### Job summary:

Our company needs a reliable, well-organised person to handle day-to-day operations with a focus on ensuring the office and our back-end systems run smoothly and efficiently.

The Senior Office Administrator will be responsible for streamlining administrative procedures, working and assisting with several key areas of work. Alongside general office administration, this will include assisting the MD and QS with the company's ongoing projects, client relations and document control.

We're looking for an energetic professional who doesn't mind wearing multiple hats. The position will include advancement opportunities for the right candidate.

#### Main duties:

- Maintain organisational procedures and systems for the office, including filing, billing, accounts payable, payroll and purchase orders.
- Maintain all hard copy and digital records for ongoing projects.
- Help to improve client retention rates through active communication and problem-solving efforts.
- Support the MD with meetings, communications, presentations and documentation required for project management.
- Assist the QS with meetings, communications and documentation required in carrying out Quantity Surveying duties – e.g. helping with tender documentation, estimates, variations and processing valuation payments.
- Liaise with suppliers to ensure performance and value for money is maintained.
- Maintaining staff/ sub-contractor records.
- Organise relevant training for staff/ sub-contractors.
- Manage employee schedules and troubleshoot scheduling conflicts as they arise.
- Order supplies and equipment as needed.

- Attend and take minutes at pre-contract, progress and other related meetings (as necessary).
- Help with the management of health and safety reports.
- Assist in creating and distributing meeting minutes for the monthly managers' meetings.
- Act as the company's first point of contact for correspondence and incoming telephone calls.
- Maintain confidentiality and comply with all other company's policies at all times .
- Carry out any other duties as reasonably required.

## PERSON SPECIFICATION

**E = Essential D = Desirable**

- Educated to A Level or equivalent (E)
- Well organised, methodical and demonstrate attention to detail (E)
- Good team player, willing to work with colleagues at all levels and be comfortable working within the company's multi-cultural ethos. (E)
- Strong sense of responsibility and ability to complete tasks with minimal supervision (E)
- Proficient with Microsoft Office (E)
- Experience with other IT systems such as Sage and project management software (D)
- Excellent written and oral communication skills (E)
- Experience with scheduling, budgeting and payroll (D)
- Supply management experience (D)
- Experience/ knowledge of quantity surveying/ project management procedures and associated documentation (E)
- Willing to attend any training necessary to develop knowledge and skills (E)
- Valid driver's license with clean driving record (E)

### To apply:

Send your CV and covering letter to: Ekrem Mahmutaj by email to [info@sheriffconstruction.co.uk](mailto:info@sheriffconstruction.co.uk), or by post:  
Sheriff Construction, 61b Runfold Avenue, Luton LU3 2EJ

Please state clearly whether you are applying for full or part-time position (indicating what hours you can commit)

**Closing date: 2 November 2018**