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| Job Title | Administration Assistant |
| Business Unit | Environment and Safety |
| Location | Doncaster |
| Purpose | * To to perform clerical duties including the preparation of specialist reports for the Environment & Safety Team
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| GeneralResponsibilities/Specific Duties | * Assisting technical staff with the formatting, completion and issuing of reports to ensure deadlines are achieved
* Entry and formatting of technical data into reports
* Checking and updating calibration status of equipment
* Monitoring and updating spreadsheets used to track job progress
* Answering the telephone and responding to email enquiries
* Updating various client portals
* Photocopying, scanning and printing
* Filing and archiving site notes and laboratory paperwork
* Organising couriers
* Supporting other members of the Administration team
* Liaising with staff across different departments
* Any other duties as reasonably requested
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| Objectives | * To support the office staff in providing high quality environmental testing and reporting, in a customer-focused manner
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| Qualifications | * See below for experience, knowledge and skills
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| Competencies | * Ability to work well under pressure with a focus on deadlines
* Proficient IT skills - particularly Microsoft Word, Excel and Outlook
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| Desirable | * Administration skills
* To be thorough and pay attention to detail
* Ability to work well with others
* Ability to work on your own
* Sensitivity and understanding
* To be flexible and open to change
* Excellent verbal communication skills, both verbal and written
* Customer service skills
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| Mandatory Training | * SOCOTEC Online Health & Safety Training modules
* SOCOTEC Online HR Policies Awareness modules
* Any other training deemed appropriate to your role
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