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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 |
| General  Responsibilities/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 |
| Objectives | * To support the office staff in providing high quality environmental testing and reporting, in a customer-focused manner |
| Qualifications | * See below for experience, knowledge and skills |
| Competencies | * Ability to work well under pressure with a focus on deadlines * Proficient IT skills - particularly Microsoft Word, Excel and Outlook |
| 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 |
| Mandatory Training | * SOCOTEC Online Health & Safety Training modules * SOCOTEC Online HR Policies Awareness modules * Any other training deemed appropriate to your role |