

Job Description

Position: Office Administrator

Reporting to: Damian Keating, Head of Projects

This role will focus on:

- Answering incoming phone calls & directing calls to relevant personnel.
- Updating of WA project planning spreadsheet.
- Documentation control under the direction of Project Managers.
- Arrangement of site hire equipment and maintaining hire register.
- Assistance with project budgets and programs.
- Collating RAMS and installation documentation.
- Update manufacturing progress shop floor, board spreadsheet.
- Booking and arranging fleet vehicle maintenance and MOT.
- Managing the site team tool lists and arranging warranty repairs.
- Maintaining site team training Matrixes and booking refresher training where required.
- Booking and managing all hotel bookings.
- Weekly review of on hire equipment and reporting to relevant departments.
- Folding engineering drawings.
- Filing & general paperwork.
- Keeping the internal phone list up to date.
- Ordering of all stationery, toiletries, coffee, tea etc.
- Arranging buffets etc for visitors.

Person Specification:

Area of Specification	Essential/Desirable
Qualifications <ul style="list-style-type: none"> • GCSE Grade C or above (or equivalent) in English and Maths. • Level 3 Business Administration. 	E D
Experience <ul style="list-style-type: none"> • Previous Office Administrator or other relevant admin experience. 	E
Knowledge/Skills <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Ability to deal with customers, sub-contractors, and colleagues professionally. • Ability to work as part of a team. • Attention to detail. • Computer literate. • Polite phone manner. 	E E E E E E
Personal Attributes <ul style="list-style-type: none"> • Have a neat and organized approach to work. • Friendly and approachable. 	E E

The postholder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.



Cert no 13838
 ISO 9001:2008
 ISO 14001:2015
 BH OHSAS 18001:2007



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