

JOB DESCRIPTION

JOB TITLE: Divisional Administrator

LOCATION: Markham Vale, Chesterfield / Home working

REPORTING TO: General Manager

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

OVERVIEW OF JOB DESCRIPTION

Main Duties & Responsibilities:

Main Purpose of the Role: Support the Divisional team with various administrative duties and assist with reporting and data compiling. Input of data into various operational performance trackers and to highlight any failings.

Main Working Relationships: Reporting to the North West General Manager and liaising with the North and Midlands Divisional Management Team. Also working closely with the operational teams to ensure that any additional works identified are quoted or attended in good time and to ensure relevant paperwork and IT systems are updated and that invoices are submitted in good time.

Key Responsibilities:

- Raising quotes onto in house system and following through process / requirement to the completion of the works.
- Raising Purchase orders for non-managed sites along with requests from regional managers.
- Ensuring systems both internally and externally are updated with the correct information and documentation.
- Collate monthly/quarterly reports liaising with site managers and regional management team including Divisional Director.
- Effective communication with operations to ensure completion of all additional works.
- To communicate effectively with clients and to be commercially aware of possible future opportunities.
- Effective billing & purchasing of all additional works jobs once they are complete.

- Collating, checking, and sending the timesheets and deal with any issues and reporting requirements.
- Assist with the review and reconciliation within the accounting system.
- Support managers with recruitment, placing vacancies, shifting applications, undertake telephone screening.
- To track progression on mandatory ABM training ensuring all sites complete within the timescales given.
- Support the teams note taking during HR investigations and other meetings
- Ensure that you work in a safe manner observing the Company Health and Safety policy and procedures.
- Other Ad Hoc tasks

Person Specification:

Essential

- Solid Intermediate Excel skills, ability to filter, sort data, sum if and pivot tables.
- Solid PowerPoint presentation writing skills to complete monthly and quarterly reports.
- An eye for detail and the confidence to request further clarifications where necessary and apply professional scepticism.
- Professional manner and people skills to work with operations managers and their support staff.
- The successful candidate should also be able to familiarise themselves with the nature of the business and integrate quickly with the team and other divisions within the group.
- Whilst long hours are not expected, certain days of the month will be busy.
- Full clean driving license as occasional travel may be required within the division.

Desirable

- Previous experience of working in a billing role would be ideal.
- Previous experience in note taking and attending HR investigations.

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.

Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses.