



JOB PROFILE

JOB TITLE: ADMINISTRATOR

DEPARTMENT: SALES

**REPORTING TO: BUSINESS
MANAGER**

MAIN PURPOSE OF JOB:

To provide administration support to both Business and Account Managers

MAIN RESPONSIBILITIES:

- Maintain customer order books, ensuring the accurate maintenance of data
- Produce job packs as and when required
- Filing and archiving of Customer Purchase Orders
- General administration duties

KEY TASKS:

- Data entry onto Vantage system, to be able to maintain orders accurately
- Liaise with internal customers as and when the need arises
- Preparing and collating of information in order to prepare job packs
- Maintaining of filing system

SPECIFIC OBJECTIVES:

To effectively manage general administration on a daily basis

REPORTING/SUPERVISORY STRUCTURE:

Reports directly to a designated Business Manager

QUALIFICATIONS:

- Minimum of 5 GCSE'S at grade A-C, to include Maths and English

KNOWLEDGE AND SKILLS:

- Excellent communication skills, verbal and written
- Excellent attention to detail
- Excellent administration skills
- Ability to prioritise own workload
- Good knowledge of Microsoft office to include; excel, word, and outlook

EXPERIENCE:

- None required as full training will be given on the job

BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)			
	LEVEL		LEVEL
Manage Performance	3	Manage Communications	2
Manage Oneself	2	Manage Customer Service	1
Manage Others	1	Manage Resources	1
Manage Relationships	2		
SPECIAL FEATURES: (any "out of norm" features of the job")			
JOB HOLDER: Signature & Date:		MANAGER: Signature & Date:	

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.



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