

JOB DESCRIPTION

JOB TITLE:

Office Junior

RESPONSIBLE TO:

Office Manager

JOB PURPOSE:

This role provides support to the Administration team to ensure the office runs efficiently.

RESPONSIBILITIES:

- Answer the telephone and pass any queries to the relevant person, taking detailed and accurate messages where necessary
- Meet and greet clients and visitors and conduct HSE inductions
- Set up and tidy meeting rooms
- Managing and distributing all incoming and outgoing post and couriers
- Order stationary and PPE
- Photocopying, filing and archiving company documents
- Assist with method statements/risk assessments
- Assist with copper thickness reports
- Assist with quotes
- Support the Finance Administrators with processing timesheets, sales invoices and purchase ledger
- General ad-hoc admin duties
- Prepare cash and cheques that come in and prepare a summary of what is to be banked on a weekly basis
- Rasing contract folders/numbers for new works
- Prepare refreshments for office staff
- Monthly review on vehicle tax on company vehicles and ensure MOTs are up to date
- Monitor meeting room booking system and manage booking requests
- Marry up verbal purchase invoices
- Process all holiday requests for office staff on TMS and the holiday chart
- Organise travel and accommodation for staff.

HSE ROLES AND RESPONSIBILITIES:

- Must look after their own health and safety and that of others who may be affected by their behaviour.
- Must co-operate with Forsyths to enable the company's Health, Safety and Environmental responsibilities to be carried out.

- Ensure that they carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- Must report and correct (where possible) any accident, environmental incident, near-miss, dangerous occurrence or dangerous condition to their line management.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored appropriately after use.
- Ensure that all safety equipment eg machine guards, and personal protective clothing/equipment provided are used.
- Must attend training and health surveillance as required.
- Must not operate any plant or equipment unless authorised.
- Must avoid improvised arrangements and suggest safe ways of eliminating hazards.

PERSON SPECIFICATION:

Experience:

- Exposure to an office environment would be beneficial

Skills:

- Be proficient in using computers inc. Outlook & Excel
- Be an exceptional communicator, both verbally and written
- Have the ability to work in a fast-paced office environment whilst retaining attention to detail
- Be a fast learner and adaptable to learning internal software packages and online portals
- Have the ability to maintain a high level of confidentiality and discretion at all times
- Have the ability to remain calm under pressure
- Be self-motivated and be able to prioritise tasks
- Be flexible and adaptable to change as other duties may be required of you in your daily role.

Desired Qualifications:

- NAT 5 in English, Maths and Administration

ACKNOWLEDGEMENT

Signature:

Name:

Date: