# JOB DESCRIPTION

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| SECTION ONE |
| **Directorate:** **Service:** Grounds Services | **Post Title:** Administration Assistant **Grade:** 7 - 11**Post Number:**  |

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| SECTION TWO |
| **Responsible to:** Office and Quality Manager, Grounds Services Manager**Responsible for:** - |

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| SECTION THREE – Overall purpose of job |
| * To provide administrative support to Grounds Services.
* To provide financial support Grounds Services.
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| SECTION FOUR – Principal Responsibilities |
| 1. To provide admin support to the Grounds Services team, which will require a creative and adaptive approach to a variety of tasks.
2. To calculate the monthly payroll for the manual sections from the daily timesheets and provide monthly report of overtime payments to payroll.
3. To ensure all external invoicing is calculated and produced.
4. To ensure all debtor invoices are checked, processed and cleared for payment within targets set to achieve performance.
5. To assist in the collation of figures for performance monitoring for the directorate.
6. To ensure all post coming in and out of the directorate is correctly recorded and processed.
7. To assist with scheduling of works orders for property and gas.
8. To ensure all records for the unit are filed accurately and kept for the required time.
9. To facilitate in meetings when required.
10. To provide administration for the vehicle fleet.
11. To provide customer liaison and resolve issues when required.
12. To assist with the quality control systems and ensure they are operated.
13. To contribute to the overall improvement of the admin and quality systems and help develop new ideas and methods for performing support functions and any other duties that may be required from time to time that are commensurate with the post.
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| SECTION FIVE – Main levels of contact |
| **Internal:** All teams with E.C.S. Customer services, Human Resources and payroll, Housing, Finance and Performance units.**External:** Customers and their representatives, suppliers, internal and external Audit, other Government agencies. |

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| SECTION SIX – Special features of the post |
| * The concept of teamwork means that a flexible approach to work is required of the post holder.
* Commitment to a Customer Service environment.
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| SECTION SEVEN |
| Job Description prepared by: (Manager) …………………………Approved by: (Personnel) ……………………………………………Agreed by: (Post holder) …………………………………………….. | Date ……………………..Date ……………………..Date …………………….. |