

## **JOB SPECIFICATION**

Job Title: **Administrator**

Reporting to: **HR Manager**

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## **ROLE PURPOSE**

To provide Administration support to Rollalong projects.

To provide administration support to the HR Manager to ensure Rollalong has adequate control in Commercial, Company fleet & timesheets.

## **INTERFACES**

**Internal:** Finance Director, HR Manager, Finance dept, Commercial dept & Company car drivers

**External:**, Newship Group and Sub-contractors

## **KEY RESPONSIBILITIES:**

### **Commercial**

- Collating and sending Sub-contract orders
- Co-ordinate and send the Sub-contractor questionnaires
- Collect Insurance documents from Sub-contractors
- Scanning of payment Certs/notices & applications to commercial drive

### **Company Fleet administration**

- Manage the administration of the company Fleet of vehicles
- Ensure we have copies of car drivers logbook, insurance, service & MOT details
- Keep records of services, tax & MOT per vehicle
- Managing with group the delivery of new vehicles & return of older vehicles
- Fleet reporting to group

### **Timesheets**

- Daily Input of all timesheets
- Reporting on Absences and Late
- Input new starters on Company Data base
- Maintain Holiday forms and Absence charts
- Manage Personnel files
- Reconcile Timesheet hours

## **KEY SKILLS/DESIRABLE QUALIFICATIONS:**

### **Experience & Qualifications**

Some Administration experience required. The successful applicant will be personable and able to work independently as well as part of the team. A willingness to learn and take on new tasks is essential. A resilient personality is also essential to work in the construction industry.

### **Interacting & Communicating**

**Results Driven:** Demonstrates a passion and excitement for his/her work. Tackles problems head-on and works to resolve them without delay.

**Focus on Excellence:** Willing to go the extra mile to exceed expectations. Continually searches for ways to add value and take performance to the next level.

**Teamwork & Collaboration:** Works for the benefit of customers, suppliers and the wider team. Proactively builds knowledge through sharing ideas and expertise with others.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers. Actively collects customer information and uses it to improve services and solutions. Manages the experience of customers to ensure positive relationships are established and maintained.

**Communication:** Clearly communicates ideas, plans and priorities to others. Makes communication a priority so there are no surprises.

**Operational Excellence:** Plans and organises work to safely achieve maximum efficiency and output. Delivers results consistently.

**Adaptability:** Learns quickly. Adapts positively to changing business and customer demands. Is energised by change.

### **PLEASE 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.