

<b>Job Role</b>	: Apprentice Office Assistant
<b>Department / Business Unit</b>	: Infrastructure, Uxbridge
<b>Reports To (Job Title)</b>	: Natasha Ruhomutally - Office Manager

**Summary of Role:**

To provide secretarial and administrative support to the Infrastructure department and buying department, as well as providing an efficient communication link between departments, construction sites and interface with external parties.

**Directly Supervises (Numbers and Titles)**

N/A

**Key Tasks :**

- Producing orders for buying dept.
- Typing/photocopying/scanning documents.
- Paper & Electronic archiving for orders
- Reception cover - on a rota basis (mainly lunchtime) - dealing with visitors, taking calls.
- Postal duties opening and distributing incoming post and franking of outgoing post.
- Managing stationary supplies- ensuring stock levels are maintained.
- Assisting with staff allocations, timesheets and other as required.
- Assisting switchboard, estimating & buying department as required.
- Ad hoc duties as required.

Skills / Attributes :	Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to manage own workload and act on initiative.</li> <li>• Good communicator with the ability to interact with a range of people at all levels.</li> <li>• Flexible and adaptable to respond to changing priorities.</li> </ul>	√ √ √ √	

Qualifications and Specialist Training :		
Qualifications: 5 GCSE Grades (or equivalent) A-C, including Maths and English Language. IT Skills: Microsoft office e.g. Outlook, Excel, Word, Powerpoint.	√ √	

Relevant Job Experience :		
Experience of working in a similar role within a busy office environment. Experience of working within the construction industry.		√ √

Specialist Knowledge / Competences :		
N/A		

Special Conditions :
N/A

<b>Prepared by</b> Manager : _____	<b>Approved by</b> Director : _____	<b>Distribution</b> Originator : <input type="checkbox"/>
Date : _____	Date : _____	Personnel : <input type="checkbox"/>