

## Role profile

<b>Job title</b>	Administration Assistant	<b>Reference ID: W13152</b>
<b>Location</b>	Cardiff	
<b>Reporting to</b>	Management Team	

## PURPOSE STATEMENT

Providing a fully comprehensive Administration service to the Team.

## KEY ACCOUNTABILITIES

- Proactively manage the scheduling of meetings/visits. Diary Management.
- The preparation of documents as required against tight time scales. This may include, but is not limited to typing, photocopying, collating, and binding. General filing & shredding
- Ensure that routine correspondence receives a reply in a timely manner  
This may include the composition of correspondence from time to time
- Ensure that telephone enquiries are dealt with in a friendly and professional manner, taking messages where appropriate, acting as an interface between supplier, client and employees to the Director to include answering routine queries
- To take accurate meeting notes as required, ensuring that a record is kept of the matters under discussion
- To ensure that mail is opened, date stamped and distributed as required
- To prepare slides and visual aids to be used for presentation purposes
- To contribute to the accurate storage of information by entering data into the company database as required and ensuring that paper documentation is filed quickly, regularly and correctly
- Ensure that diary commitments are recorded accurately and to prepare travel arrangements and itineraries from time to time, as required
- General office duties
- Any other duties as requested by the team
- Maintain training records for the staff
- Assist Accounts staff with their duties and be willing to learn how to use the Coins system
- Support Project Teams in the updating and maintenance of key schedules
- Prepare and submit Technical Submissions from draft data and information provided
- Draft technical queries as instructed
- Support Project Teams in the preparation of progress reports
- Work with Project Teams and others to support the control and management of information including downloading information from project platforms and distributing to our supply chain as instructed
- Utilising the Lorne Stewart Glass Cubes information platform to distribute and manage information as required

## TECHNICAL SKILLS / KNOWLEDGE

- A good general education, to GCSE or equivalent to include GCSE English and Mathematics qualification
- Previous experience in similar role
- Excellent verbal and written communication skills
- Excellent telephone manner
- Ability to organise and prioritise own workload, identify and prioritise your workload and that of others
- Be Computer literate with a good working knowledge of the Microsoft Office Suite of Software programmes. In particular have a high degree of competence using Microsoft Word, Excel and PowerPoint
- Be ready to embrace change and possess a willingness to learn new skills
- Accuracy and attention to detail
- Possess strong organisational skills
- Have a proactive approach to identify and resolve issues
- Promote a 'can do' attitude

## QUALIFICATIONS / PERSON SPECIFICATION

- Good communicator with a friendly nature and possess good inter personnel skills.
- Have the ability to speak clearly and project commitment to the users.
- Must have confident, professional approach
- Must have a flexible attitude to working
- Smart, professional appearance
- An efficient and accurate approach to work with an eye for detail
- Dependable and willing to work as part of a team, supporting and working with all functions.
- Ability to tackle both the mundane and challenging and interesting tasks with equal willingness and enthusiasm.
- Proactive and can work on own initiative.

**Lorne Stewart Plc is an equal opportunities employer.**

**Closing date: 31 May 2022**

**If you are interested, please email your CV with the following reference number W13152 to [recruitment@lornestewart.co.uk](mailto:recruitment@lornestewart.co.uk)**