

SENIOR ADMINISTRATOR

Main purpose

To provide both clerical and administrative support to the Managing Director and the Director of Hawkins Steel Ltd.

Reporting to Managing Director

Hours Monday - Friday 08:30 am -17:00 pm, half hour lunch break

Key Accountabilities

- To provide a clerical and administrative service for the Managing Director and the Director of Hawkins Steel Ltd. using a variety of software packages which will include (but not limited to) letters, quotes, purchase orders and report typing, keeping diaries, taking and typing of minutes and agendas of meetings, dealing with telephone and email enquiries all within agreed time frames.
- To attend site meetings to support Contracts Managers.
- To liaise with sub-contractor and customers as required and ensure efficient communication between all parties.
- To arrange meetings/appointments and organise travel arrangements and accommodation for both visitors and Hawkins' employees.
- Devising and maintaining office systems and run regular reports as required by the Directors.
- Any other administrative duties required by the Directors.

Personal Specification

- Highly motivated and assertive.
- Professional and presentable.
- Experience in a similar role.
- Excellent touch typing skills.
- Attention to detail and highly accurate.
- Good time management.
- Experience and competent in using MS Word, Excel, Powerpoint and Outlook.
- Positive attitude and disposition.
- Excellent communication skills both oral and written.
- Flexible attitude to work as additional hours and duties will be required from time to time.

- Reliable, hard working, honest and trustworthy.
- Confident telephone manner.
- Ability to manage pressure and conflicting demands and prioritise tasks and workloads.
- Ability to plan your own work, work on your own initiative and meet deadlines.
- Full driving licence is essential.