



## Job Description

**Post Title:** Administration Assistant

**Service:** Property & Estates

**Grade:** 2

**Responsible To:** Property & Estates Manager

---

**Job Summary:** To provide administrative support to the Property and Estates service, including maintaining property systems and records of information, including key workstreams such as purchase orders and invoice management, diary support, attending and minuting meetings, and sending out standard and non-standard letters.

### Main Activities:

1. Provide administrative support to the Property & Estates service and the Development Programme including any meetings required.
2. Develop, source, research and maintain files and records of information required or produced by workstream activity relating to Property and Estates.
3. Work with the team to ensure that the Property Asset Management System is maintained, accurate, and able to support the wider team in delivery, including data input, checking accuracy, gap reporting, (appropriate training will be provided).
4. Process invoices for payment, raise invoices/credits, accuracy in cost coding and keeping accurate budgetary records via eFinancials system (training given) and link in where necessary to the Property Asset Management System and oversee the term contractors invoicing.
5. Collect and collate necessary data for statutory and non-statutory Key Performance Indicators including being responsible for data entry into database systems (appropriate training will be provided).
6. Monitor the Property Team's generic inbox, oversee the team's website and deal with any post.
7. Oversee production of draft agendas and minutes for various meetings and tracking actions.
8. Maintain and order stationary supplies and Personal Protective Equipment.
9. Attend client services meetings and make sure Property gives a high level of support to all the services as required.

10. Demonstrate a commitment to the Council's Equalities Policy, in carrying out this post's duties and in representing the Council.
11. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.**

**POST TITLE:** Administration Assistant

**GRADE:** 2

**SERVICE:** Property & Estates

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	Experience working in a busy office environment doing general administrative, database and organisational work	Experience of public sector.  Used property, construction, estates terminology	Application form and interview
<b>QUALIFICATIONS/ TRAINING</b>	Educated to GCSE standard or equivalent (including Maths and English).		Application form and interview
<b>KNOWLEDGE</b>	Knowledge of office administration systems, procedures	Knowledge of a Property Asset Management System  Knowledge of general property regulations and PPE requirements	Application form and interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	Microsoft Office suite including Word, Excel, PowerPoint, Outlook, Teams, WhatsApp, Sharepoint, Adobe  Clear and concise communication skills (written and verbal).  Good organisational skills, able to prioritise.  Excellent attention to detail and accuracy.  Able to multi-task and work unsupervised, organise own workload and show initiative. Ability to prioritise to meet deadlines.  Confident dealing with people at all levels both within and external to the	Intermediate/advanced use of Excel including formulae, power queries, pivot tables.  Writing report templates. csv file manipulation.  Use of a Property Management System  Ability to resolve issues with suppliers	Application form and interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Council.</p> <p>Ability to deliver outcomes and get colleagues to deliver their agreed outcomes as well</p>		
<b>DISPOSITION/ ATTITUDE</b>	<p>Flexible, adaptable and positive approach.</p> <p>Team player who likes to show initiative.</p> <p>Remains calm under pressure but assertive when needed.</p>	Responsive, customer focussed	Application form and interview
<b>SPECIAL REQUIREMENTS</b>		Ability to help with team building opportunities	Application form and interview