**Job Description**

**Administrator / PA to Directors**

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| **Job Details** |

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| Reporting to: Directors / General Manager / MR Manager |  | Date: 1st July 2018  |

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| Department: Metal Recycling / Car Spares |  | Location: Wokingham  |

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| Responsible for: Administration |

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| **Job Summary** |

The PA to Directors /General Manager provides comprehensive and confidential secretarial and administrative support to the Directors. Also providing Senior Administration support for the Metal Recycling and Car Spares Operations.

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| **Key Responsibilities** |

* Providing general secretarial and administrative support to the Board of Directors and Senior Management Team based in Wokingham
* Checking emails and maintaining diary and calendar for the Directors
* Organising internal and external meetings and conference calls and maintaining room booking system
* Collating and typing reports, proposals and contracts, spread sheets and presentations, as required
* Organising agenda’s and record of minutes for various management meetings
* Maintaining the daily site diary as required by the Environment Agency
* Carrying out specific departmental administration duties in line with departmental needs
* Performing tasks associated with ad-hoc management projects and any other reasonable duties as directed by your manager
* Preparing all correspondence and documentation for prospects and customers
* Any other reasonable task required by the company

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| **Key Skills**  |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team
* Client management responsibilities when required

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |