

JOB SPECIFICATION

1. POST

Post:	ADMINISTRATOR
Depot / Department:	WETHERBY DEPOT
Ref:	TW/TW148
Salary:	DEPENDENT ON EXPERIENCE/COMPETITIVE

2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE

Responsible to:	Maria Ferris – Trackway General Manager
Liaising With:	General Manager, Hire Desk Controller, Trackway installation Engineers, Depot/Head Office Staff and Management Team.

3. MAIN FUNCTION OF JOB (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- To assist in the day to day administration and hire desk function within the depot;
- Deal with customers in a polite and timely manner.

4. MAIN DUTIES (brief description)

Duties/Responsibilities

- Answering the phone and taking messages;
- Liaising with the Trackway crews;
- Supporting the Hire desk Controller and Sales Team;
- Prepare and send quotations for customers;
- Complete all other necessary paperwork;
- General office administration;
- Other Adhoc Duties;
- Ensure company vehicle or occasional loan vehicle supplied, is kept clean and tidy at all times, serviced within manufacturer's guideline, and ensure any defects are notified to correct parties and rectified in a timely manner.
- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies.
- Treat all other employees and all our customers professionally and with respect.
- Always act in the best interests of any of the Generator Power Group of Companies, and not to carry out (or fail to carry out) any action that would bring the company into disrepute.
- Always work in a responsible manner to ensure safe working practices. Follow Health Safety Quality and Environmental guidelines provided by the company - currently ISO 9001:14001 and OHSAS 18001 procedures, including all future notifications.
- Proactively contribute to the company's policy of continuous improvement.
- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team.

5. REQUIREMENTS TO CARRY OUT JOB

Essential or desirable requirement (E/D)	E	D
Qualifications required:		
<ul style="list-style-type: none"> GCSE in English & Maths; Administration Qualification (ITQ, CIPD, etc.) Full UK Driving Licence. 	E E	D
Experience/Skills required:		
<ul style="list-style-type: none"> Competent on Microsoft Excel and Word; Confidence with IT and computer packages. Administration experience; Hire desk experience (a definite advantage); Worked with InspHire; Excellent organisation skills; Good communications skills, written and verbal; An ability to work efficiently under pressure; Ability to understand and implement written and verbal instruction. 	E E E E E E E	D D D
Specialist training required:		
N/A		N/A
Personal characteristics/Attributes required:		
<ul style="list-style-type: none"> Work well on own initiative and as part of a team; Ability to ensure the work gets done in a timely and effective manner; Ability to follow Company policy and procedures; Self-motivation; Exhibits an excellent attitude to all requests from customer and colleagues. 	E E E E	
Other Information		
N/A		

6. SPECIAL TERMS

Special conditions e.g. working with hazardous substances, equipment, animals etc:	N/A
Working in different locations:	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.	

If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email to:	Vacancies@Generator-Power.co.uk
CLOSING DATE:	23rd July 2018