

Job Description

Job title	Administrator	Date May 2025
Reports to (title)	Account Director	
Contract/Department	Central West	Revision 1
Location	Cheltenham / National / Hybrid	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide general administrative support across the account.

Supporting on confidential organisational, business and administration duties to support the needs of the Account Management Team.

Ensure the smooth functioning of the business, through secretarial support.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Provide administration support to the Account Management Team to ensure provision of efficient and effective reporting, engagement and communication across the account.
- Diary, Meeting & Event Preparation - proactively contribute and work collaboratively with the account team.
- Note, minute and action taking at meetings.
- Oversee the security clearance process, ensuring discreet handling of sensitive and confidential information.
- Prepare and edit documents and presentations as required.
- A range of secretarial duties in support of the account.
- Ensure work is performed in adherence with company policies, procedures and standards, Health & Safety legislation, and statutory requirements, in order to maintain the integrity of operational activities and the safety of employees, whilst providing a high-quality service to the customer.
- Any other reasonable duties as requested by Manager.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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N/A

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- The ability to communicate effectively with all levels of management.
- Independent worker with a proactive, flexible approach and ability to meet tight deadlines.
- Excellent administrative and organisational skills with the ability to effectively plan and prioritise workload.
- Experience providing a range of secretarial and administrative duties.
- Enthusiastic, versatile, motivated, with a 'can do' attitude.
- Good time management and planning skills.
- Good IT skills including Microsoft business packages.
- Personable and approachable.
- Good grammatical & numerical agility gained at GCSE level in Maths & English.
- The ability to attain and retain security clearance to DV level.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Must obtain and maintain the required level of security clearance (DV).
- Must be willing to travel to different locations in England on a regular basis.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

Job Description

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	