



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Property Administrative Assistant
<b>GRADE:</b>	£15,028 - £16,043 pa (Band 3)
<b>DEPARTMENT:</b>	Property Services
<b>LOCATION:</b>	Liverpool
<b>RESPONSIBLE TO:</b>	Asset and Projects Manager

### **PURPOSE OF THE JOB**

To provide a comprehensive administrative support service to the asset management function of the Property Services Department. The post holder requires excellent organisational skills, must be flexible and able to consistently demonstrate a high professional approach.

### **DUTIES AND RESPONSIBILITIES**

- Produce appointment letters and coordinate alternative access arrangements for visits by project surveyors and inspectors as required.
- Liaise with the team members and coordinate booking of venues for meetings and training events.
- Coordinate and monitor bookings and confirmation of training and conference course details to line managers and staff.
- Photocopy documents to meet required time, quantity and quality standards.
- Collect incoming mail and monitor and distribute to the Asset Team. Record all incoming mail in the relevant (CRM) system and monitor response times.
- Prepare external mail to meet collection deadline.
- Utilising all IT systems accurately and effectively.
- Collate and distribute tender documents, in accordance with the Trust's tender procedure, once authorised and requested by the surveying team.
- Collation and distribution of monthly pay slips.

- Provide general support to the team members as and when required including typing of letters, reports etc.
- Collating, ordering and distribution of any stationery requisitions for the Property Services Team.
- Maintain efficient and effective filing systems.
- Carry out basic data entry function.
- Provide general admin support to the team members including input and collation of Key Performance reports.
- Document production and internal reports as required complying with LHT style guide and/ISO 9001 error free and in standard format.
- Where it is a requirement of the job for the job holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, are not communicated to unauthorised individuals.
- To develop Vicinity Group's commitment to equal opportunities and to promote non discriminatory practices in all aspects of work undertaken.
- All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- To undertake any such additional duties that is reasonably commensurate with the level of this post.
- This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the jobholder.

<b>POST:</b> Property Administrative Assistant	<b>DEPARTMENT:</b> Property Services
<b>GRADE:</b> £15,028 - £16,043 pa (Band 3)	<b>LOCATION:</b> Liverpool

### PERSON SPECIFICATION

*CRITERIA	JOB REQUIREMENTS	*M.O.A
	<b>Experience, Knowledge, Skills etc.</b>	
E	Good working knowledge of Microsoft Office, including Outlook and Excel	A/I
E	Excellent interpersonal and communication skills	A/I
E	Ability to work on your own initiative	A/I
E	Ability to prioritise and organise your workload, and meet deadlines	A/I
D	Experience of working in a professional environment	A/I
	<b>Qualifications</b>	
E	Educated to GCSE standard, or equivalent	A/C
D	European Computer Driving Licence (ECDL)	A/C
	<b>Competencies</b>	
E	Demonstrate an ability to develop and maintain positive and co-operative working relationships	A/I
E	Demonstrate a commitment to continuous improvement in working practices	A/I

<b>DATE</b>	<b>APPROVED BY AUTHORISED MANAGER</b>	<b>DESIGNATION</b>
22/10/2012	Wayne McDonald	Asset and Projects Manager, LHT
<b>DATE</b>	<b>APPROVED BY HUMAN RESOURCES</b>	<b>DESIGNATION</b>
22/10/2012	Lee Walker	Junior HR Officer

*CRITERIA	*M.O.A (METHOD OF ASSESSMENT)
<b>E</b> = Essential <b>D</b> = Desirable	<b>A</b> = Application Form <b>I</b> = Interview <b>T</b> = Test <b>C</b> = Certificate <b>P</b> = Presentation <b>AC</b> = Assessment Centre