



JOB DESCRIPTION

Job title
Administrative Assistant
Name of person or job role reporting to
TBC
Responsibilities
<ul style="list-style-type: none">• Provide administration support to include formatting of letters and reports (including adding maps and appendices as required), collating documents, photocopying and data analysis• Answer telephone queries, deal with post (including couriers and deliveries), greet visitors and ensure sign-in procedures are met. Book hire cars and accommodation on behalf of consultants• Obtain quotations from suppliers, ensuring best price is obtained, raise Purchase Orders and check and approve supplier invoices• Support the Project Managers by registering projects, updating contract forecasts, raising Purchase Orders for direct costs and raising accurate sales invoices, as required• Act as Project Support – provide administrative support as required, including establish project folders, maintaining files, client reporting, managing delivery progress• To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration
Qualifications/Experience
<ul style="list-style-type: none">• Knowledge and experience of working with financial systems• Accurate and numerate• High level keyboard and computing skills using MS Word and Excel• Good communication skills, both oral and written, with senior managers, peers and clients• Excellent team working skills• Self-motivated and capable of working without supervision• An appreciation of ADAS business needs and the need for control and profit.• Existing project management skills would be advantageous• Capable of working under pressure and prioritising own workload to meet tight deadlines• Proficiency in Welsh would be advantageous• Organised and Pro-active, able to encourage and delegate to colleagues• Flexibility in the range of work undertaken



I hereby agree that I have read and understood the job description.

Signed

Date

Name