

Role Profile: Executive Support Administrator

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| Department: | Executive |
| Location: | Fairfield House, Portsmouth |
| Hours: | 40 per week |
| Salary: | £28,000 per annum |
| Benefits: | 23 Days Holiday, Pension and Life Assurance, Business Administration Degree |
| Who you report to: | Building Projects / Maintenance Director |

OVERVIEW

A fantastic opportunity for someone to support the Executive team across a number of areas of the Business whilst studying for a degree qualification.

Mountjoy is one of the foremost housing maintenance, facilities management, and construction companies in the South.

This is a varied role that would suit a well-organised and enthusiastic individual who will relish the opportunity to get involved in all aspects of marketing, communications, and business administration support, as part of a small team.

Whilst some knowledge or experience of similar role would be very advantageous, training and support will be provided.

SUMMARY OF ROLE

The key activities you will undertake in this role will be:

Tender Administration

- Booking meetings and setting up tender folders as required
- Monitoring bids/enquiries inboxes and tracking potential opportunities as required.
- Managing & distributing weekly agenda, recording decisions, and circulating to all attendees
- Maintaining the Tender Schedules, updating Win/Loss data to enable understanding of performance
- Support other departments as required (e.g., submission of accreditations, document design etc)

Marketing

- Responsible for producing a marketing plan and maintaining internal staff communication app feeds and consulting with other departments to post updates on regular basis.
- Responsible for maintaining company website and social media, including Engage and LinkedIn and keeping news stories, case studies and other key information updated on a regular basis.

Building Projects

- Updating the Building Projects Training Matrix, ensuring that training is booked and completed prior to expiry.
- Updating the Health and Safety tracker, reporting non-conformances through the Incident Reporting
- Assist the delivery team in the production of Site documentation.
- Booking Meetings and setting up Project folders as required

Executive Team

- Consult with various business sections in reviewing, updating, and maintaining the companies Integrated Management System (IMS)
- Assist the Executive Team in Auditing the IMS and securing third party ISO certification annually.
- Co-ordination of company certificates/accreditations, ensuring they remain in date.
- Provide administration support to the Health and Safety team.
- Providing support for Charity events

SKILLS REQUIRED

- Strong organisational skills
- Able to work in a fast-paced environment and be able to self-manage and be self-motivated.
- Attention to detail.
- Comfortable liaising with people across the business at varying levels
- Have a clear and concise approach to written communication and able to tailor writing style dependent on the target audience.
- An eye for visual design would be advantageous but is not essential.
- Strong computer skills including MS Office

QUALIFICATIONS REQUIRED

- Strong academic record with five passes at GCSE including English & Maths
- A-level or equivalent qualification to enable entry for degree level course (desirable)

EXPERIENCE

- Some knowledge or experience in a business administrative role
- Experience using web Content Management Systems (Dupal) or similar.
- Experience in using Microsoft Office apps, including Word, Excel, PowerPoint