

# JOB DESCRIPTION

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**L4**

**Job Title:** Divisional Co-ordinator

**Reports to:** Divisional Manager, Docklands Division

**Base:** Docklands Office

### **Main purpose:**

To assist the Division in achieving their business goals by streamlining and maintaining all administrative functions and activities internally; between Lancaster, our clients and the RI Group. To support the Senior Management Team with contract administration in order to ensure that they fulfil their potential.

### **Key Responsibilities:**

To provide administrative support to the Senior Management Team with the following activities;

- 1 Staff recruitment: advertising vacancies; pre employment screening and Induction for new employees and administration for new/potential employees
- 2 On going HR administration for all existing employees. maintaining training records; assisting senior managers with payroll input.
- 3 Administrative / secretarial support for all contract administration.
- 4 Health & Safety & Quality Systems; establish and maintain accurate records.
- 5 Production, monitoring & presentation of financial budgets and costs.
- 6 Create financial and statistical reports using spreadsheets
- 7 .Analyse and interpret financial statistics and other data and produce relevant reports.
- 8 Produce monthly reports on the state of the profit and loss for the Division.
- 9 Manage the supply chain with our sub contractors ensuring the standardisation of prices.

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- 10 Purchasing items via Purchase Orders where prior authority has been given by the Director / Senior Manager.
- 11 Arrange and attend meetings as and when required; preparing oral & written reports; taking minutes; circulating action points and taking follow up action.
- 12 Produce written reports as required for internal and external distribution.
- 13 Manage periodic timetables for all sites ensuring compliance with contractual agreements.
- 14 Preparation of wages, site budgets and costs for associated services.

## **General Responsibilities**

- 1 Assist with telephone, reception, Help-Desk & hospitality duties and maintenance of official notice boards.
- 2 Provide cover during periods of annual leave sickness within the Docklands/Austin Friars offices.

Any other duties consistent with the responsibilities outlined above.

This job description may be subject to change to meet the needs of the business in consultation with the post-holder.

## CANDIDATE SPECIFICATION

### Divisional Co-Ordinator

#### Essential

- Extensive administrative experience working in a similar environment.
- Demonstrate an in depth understanding of finances, budgets, & costings.
- Demonstrate the ability to work effectively in a re-active fast paced constantly changing environment.
- Excellent written skills, including the ability to produce clear, concise and accurate written reports.
- Extensive experience of working with a range of computer packages , including Word, Excel, Power point.
- Excellent communication skills, including the ability to use tact, discretion and diplomacy as required.
- Demonstrate the ability to plan, manage and prioritize your work, ensuring that all deadlines are met.
- Excellent analytical skills including the ability to problem solve.
- Demonstrate the ability to work as an effective team member.
- Experience of arranging and co-ordinating meetings.
- Demonstrate the ability to work flexibly, including some early mornings/late evenings as required.
- Demonstrate the ability to produce accurate and high quality work.

#### Desirable

- Previous administrative experience gained within the cleaning sector.
- Relevant Business/Administrative/Financial Qualification.