



Job Description

Administrative Assistant (Modern Apprenticeship)

CLOSING DATE 27th SEPTEMBER

Job Title: Administrative Assistant

Term: Permanent, Full Time.

Location: Cumnock, Ayrshire with occasional travel to sites across the UK

Reporting to the HR and Compliance Manager you will assist our management team within a range of functions.

Job Purpose:

To provide administrative support contributing to the effective running of the Connect Modular head office functions and departmental teams.

The role will involve:

- Providing management team with an administrative service
- Typing and creating documents for various departments
- Helping to maintain our information systems
- Printing, scanning and filing documents and drawings
- Project file preparation and handover documentation
- Preparing for meetings, factory visits and marketing events
- Production and management of reports and meeting minutes
- Welcoming visitors to our head office
- Answering calls in person and on the telephone
- Using SAGE accounts software, MS Office and Sharepoint
- Following the Company's Health & Safety procedures
- Any other tasks or duties that may be required to fulfil the role

Key Result Areas:

Version 2
November 2021
SK



- Timely production of documents, letters, reports and minutes
- Preparing signage for modules and sites
- Improving the organisation of office stationery
- Managing utility and mobile phone providers' accounts
- Ensuring a safe and tidy office environment

Communications and Working Relationships:

- Establish excellent working relationships and partnerships based on an open two-way communication style with:
- Internal: Directors, department managers, production staff
- External: Suppliers, sub-contractors and customers

The Administration Assistant will require the following skills and qualities:

- Relevant administration qualifications
- Experience working in a similar environment
- Excellent oral and written communication skills
- The ability to communicate in person with confidence
- The ability to communicate clearly in electronic format
- Reliability, honesty and good time keeping
- A full UK driver's licence