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| Job Title | Office Administrator |
| Reporting to | Managing Director |
| Hourly Rate | £11-13 per hour |
| Location | Pipedream Offices |
| **Job Purpose** | |
| To support the smooth running of the Plumbing business, ensuring that all administrative duties are carried out efficiently and on time. | |
| **Key Responsibilities** | |
| Client Servicing | To be the first point of contact for all new enquiries and existing clients i.e. answering phone and emailsTo ensure that all clients are kept informed with on-going progress of active jobs |
| Account Admin | Quotes, invoicing, monitoring and chasing of paymentsKeeping our accounting software up to date i.e. reconciliation of bank transactionsAdministrating contractor timesheetsBooking jobs in and scheduling sub-contractors |
| Other | Organising training courses and checking of all Health and Safety CertificatesOrdering of materials |
| **Qualifications** | |
| Fully literate in Microsoft Word, Excel, Power Point and Outlook | |
| **Key Skills and Experience** | |
| Planning and organisingStrong attention to detailStrong communication skills, both verbal and writtenAbility to work in a well ordered and methodical mannerAbility to use own initiative and multi-taskExperience of working in a similar role within a similar environment would be advantageous | |

JOB DESCRIPTION   
EXAMPLE TEMPLATE