

# JOB DESCRIPTION EXAMPLE TEMPLATE

**JOB TITLE : OFFICE ADMINISTRATOR**  
**REPORTING TO : MANAGING DIRECTOR**  
**HOURLY RATE : £11-13 PER HOUR**  
**LOCATION : PIPE DREAM 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 Services**

- To be the first point of contact for all new enquiries and existing clients i.e. answering phone and emails.
- To ensure that all clients are kept informed with on-going progress of active jobs

### **Account Admin**

- Quotes, invoicing, monitoring and chasing of payments
- Keeping our accounting software up to date i.e. reconciliation of bank transactions
- Administrating contractor timesheet
- Booking jobs in and scheduling sub-contractors

### **Other Duties:**

- Organising training courses and checking of all Health and Safety Certificates, Ordering of materials

### **Qualifications:**

- Fully literate in Microsoft Word, Excel, Power Point and Outlook

### **Key Skills and Experience**

- Planning and organising with strong attention to detail
- Strong communication skills, both verbal and written
- Ability to work in a well ordered and methodical manner
- Ability to use own initiative and multi-task
- Experience of working in a similar role within a similar environment would be advantageous

