



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Administration & Marketing Assistant
<b>LOCATION:</b>	Doncaster Head Office
<b>FUNCTION:</b>	To assist with delivering administration to the management team
<b>REPORTING TO:</b>	Office Manager
<b>DEPUTY:</b>	Office Manager

### **Job Purpose**

To ensure that all administration duties for the Company are undertaken.

### **Key Deliverables and Role Objectives**

#### **Administration Duties**

- Reception duties to include answering the telephone and taking messages
- Administration of the Company's business management systems.
- Accurate recording and distribution of all incoming mail.
- Preparation of daily outgoing mail.
- General clerical duties including: Assisting senior management data entry and filing
- Assist with accurate recording of staff annual leave, sickness and other absences.
- Book company accommodation and liaise with operatives regarding their stay
- Assist with recording vehicle and machinery weekly checks and services
- Ordering supplies for office / workshop
- PPE management, including dealing with incoming order requests, placing orders, issuing and logging of PPE issued



### **Marketing Duties**

- Create case studies on completed projects
- Create content for social media
- Liaise with Business Development Manager on upcoming events and social media marketing ideas
- Plan company social events and charity days
- Look at designing and ordering of company merchandise
- Update website as required

### **Essential skills and qualifications**

- Good IT skills including the use of spreadsheets
- Energetic and flexible team member
- Ability to communicate positively and effectively
- Excellent communication and presentation skills
- Outgoing and organised
- An excellent telephone manner for making initial contact and for ongoing communication with customers and business associates