**BG (Lincoln) Ltd**

**JOB DESCRIPTION**

**Title: Administration Assistant**

**Hours: Full Time - 37 hours per week**

**Salary:** **£15,500**

**Reporting to: Operations Co-ordinator**

**Job Summary**

As a key member of our back of house team, the Administration Assistant will take on a variety of duties that are essential to maintain effective working outputs across all areas of the business. This will include collating and placing orders with approved suppliers, processing of inbound deliveries and invoices through to payment, screening and directing telephone calls and emails. The post holder will also be a frontline contact point to assist with incoming orders and updating of the service schedules through to the processing of outgoing invoices. The workload is varied and will be part of a cycle of monthly commitments to meet deadlines and reporting needs.

**Job Description**

* Responsible for collating and processing information within the established monthly reporting routines and for the maintenance of internal compliance registers.
* To ensure orders are placed in a timely and efficient manner with suppliers.
* To ensure stock is booked into the correct area of operation on delivery, and that incoming invoices are scrutinised for accuracy before processing for payment through the internal accounts process.
* To process information from the internal booking systems to ensure effective service delivery through the outlets. This will include production of overviews and updates to the relevant parties and producing outgoing invoices to the client base.
* Responsible for cash reconciliation and change control through the existing processes.
* Responsible for maintaining the employee working hours’ log through to production of monthly payroll reports.
* To work alongside the Operations Coordinator to identify issues and opportunities for improvement.
* To work alongside the Operations Coordinator to develop relationships with working partners, suppliers and service providers.
* To use a number of bespoke packages to input and extract information.
* To be involved in the planning, development and implementation of projects.
* Attend appropriate training and staff development sessions, and participate in an annual performance review process.
* Comply with the University and BG (Lincoln) Ltd.’s Health and Safety Policy, legislation and practice.
* Maintain professional standards in relationships, including non-discriminatory practices.
* Undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
* The post holder must operate within the guidelines, procedures and regulations of Bishop Grosseteste University and BG (Lincoln) Ltd.
* The post holder must operate within the University’s and BG (Lincoln) Ltd.’s Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant policies.

**BG (Lincoln) Ltd**

**PERSON SPECIFICATION**

**ADMINISTRATION ASSISTANT**

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|  | **Core** | **Supplementary** |
| **Education/qualifications and special training** | 5 GCSE passes or equivalent at grade C or above. |  |
| **Experience** | Experience gained working in a similar role within an office environment. |  |
| **Knowledge and skills** | Able to use and utilise Microsoft Office applications, especially Word, Excel and Power point.  Able to manage a busy and diverse workload, prioritising and responding to urgent situations in a calm and professional manner.  Effective communication skills and able to work collaboratively with other departments; approachable and supportive, able to sustain good working relationships.  Strong oral and presentation skills; able to convey information that requires careful explanation in a clear, confident and engaging way. | Knowledge of BluQube  Knowledge of KX Booking systems |