

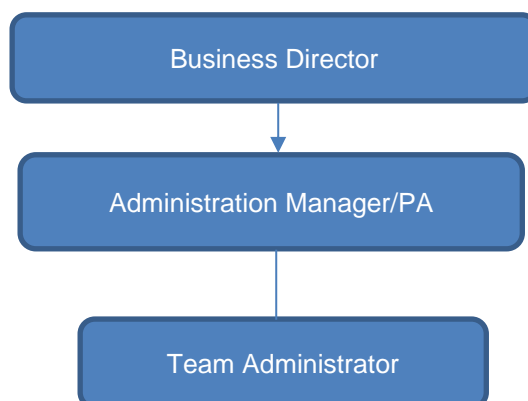
Job Description

Function:	Health & Care
Position:	Administration Assistant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Administration Manager/PA
Additional reporting line to:	
Position location:	Oxford Road Campus

1. Purpose of the Job – State concisely the aim of the job.

Maintain all aspects of its operational performance, governance and compliance, and ensure all elements of Sodexo and Trust policies are adhered to. To also ensure that contractually Sodexo meets or exceeds all parameters within the Schedules 14,16 and 18 across Soft Services. Provide a communication and collaboration link to Ops leads on site and promote robust, open relationships in all directions within Sodexo and that of the Trust and ProjectCo.

2. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



3. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Providing Administrative support to operational team on site.
- Support other members of the Administration Team to meet deadlines and provide cover as and when required.
- Proof reading, editing, documentation review as required.
- Co-ordinate, host and liaise with internal and external site-based visitors and communication.
- Manage hotel and travel bookings on behalf of the team.
- Managing administration activity on behalf of individuals, including diary management, booking appointments, meeting facilities and take care of the follow-up activities (e.g. distributes meeting minutes and presentation materials).
- To ensure that all stakeholder internal/external who visit the site are accommodated to high standard and liaising with the Service Managers and site leads to ensure all itineraries are followed.
- Compliance to ensure consistent compliance with company policies, procedures are achieved throughout the team highlighting any gaps to the Line Manager.
- To co-ordinate the ordering and return of IT hardware as the team require.
- To co-ordinate the ordering for all stationary / printer contracts and control over the ordering of stock throughout the site.
- Work with contacts to obtain information or cascade requests as required to meet deadlines.
- Responsible for researching, compiling, and maintaining special reports, presentations, contact details, organisation charts, etc.
- Carry out random checks and audits of compliance systems.
- Responsible for different communication tasks, ensuring information is cascaded to internal teams and client as required.
- Produce and update spread sheets, manage databases, and document management systems, for example SharePoint, Power BI and smart sheet etc.
- Dealing with enquiries from site, central and clients
- Maintain accurate records and archiving.
- To attend meetings and training courses as requested.
- Ensure all mandatory training is completed.

This job description is not intended to be exhaustive and will be amended in light of the changing needs of the service.

4. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Maintain structure within SharePoint that controls our contractual obligations and Sodexo Governance and we hold all live and relevant documentation including historical (for two years).
- Manage and maintain existing effective governance and compliance on site.
- Working in partnership and manage internal and external stakeholders proactively, ensuring their expectations are met.
- Use the latest modules available and create dashboards from the various tools available and utilise that data to support the Management team.

5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Providing comprehensive administrative support.
- Completion of administrative duties in a timely manner.
- Completion of any other duties as designated by line manager to ensure all key deadlines are adhered to.
- Compliance systems and processes are effectively administered.

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- NVQ Level 2 Business Administration or equivalent.
- Previous experience of having managed a range of administration support functions.
- Proficient with Microsoft office applications (including Outlook, Teams, Word, Excel, PowerPoint)
- Excellent numerical and verbal skills.
- Excellent communication, organisational and administration skills, including editing and a keen attention to detail.
- Have worked in an environment where confidentiality is important.
- Articulate and thorough, showing attention to detail.
- Ability to be resilient and adaptable.
- Ability to work both independently and as part of a team.
- Pro-active, demonstrating initiative and anticipates needs.
- Proven experience within a similar role, working with an extremely busy team and with very high standards.
- Previous experience in multi-country or multi-cultural teams would be an advantage.
- Constantly raises the standard and quality of work, benchmarking against best practice.
- Demonstrates discretion and ability to deal with confidential issues.

Received:

Date:

Date:

Job holder

Immediate Manager