Job description

**EXPERTISE**

SITE SERVICES administrator

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| Function: | Corporate Services – BAE Systems |
| Position: | SITE SERVICES Adminstrator |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | FM Services Operations Manager |
| Additional reporting line to: | General Operations Manager |
| Position location: | Site based |

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| 1. Purpose of the Job – State concisely the aim of the job. |
| |  | | --- | | * To provide an efficient, effective and professional administration role in support of the **Site Services T**eam **for** the **BAE Systems - Prestwick** Account. This is a key role which does involve interfacing directly with senior managers and clients in addition to exposure to confidential information. * Attend all departmental meetings as requested and Company Training Courses. * Provide admin support as required to include; Photocopying, filing, SAP, IMS, Process of VO’s, PO’s and invoicing. * Central point for Hard Services Admin support for ESM, Engineers & staff on site. * Client facing & support for raising of day to day activities inc but not limited to reactive, planned & minor works. * Sub-Contractor liaison and point of contact for day to day activities. * Financial support for monthly reporting, cost control & spend. * Support of payroll, Kronos (Staff timekeeping and management) * Soft service admin support where necessary. * Answering Telephones and recording messages & Helpdesk support. * Logging of information onto spread sheets and producing reports. * Processing and preparation of quotes, invoices, etc * Purchasing of goods and receipts in line with the Sodexo Supply Chain Solution | |

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| 2. Organisation chart –  Draft. Version: 27-03-2014 |
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| **3. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * This role requires an individual who can manage their own workload including the often conflicting requirements of central management and remote site teams. * This role is within a busy team, where often team members are travelling or working remotely. * Flexibility – flexibility on work schedule may be required at times with notice |

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| 4. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To upload and retrieve reports from share point * Support the hard services team in achieving SLA’s * Raise and track purchase orders using SAP * Investigate queries associated with unpaid invoices * Assist with contractor management, visit authorisation, clearance support, etc. * Attend weekly meetings and provide subsequent minutes. * Issue responses to general enquiries. * Perform general clerical duties, to include filing, laminating, photocopying and scanning documents. * Order and maintain stock for the facilities department * To provide a wide range of administrative support including typing of minutes and reports, assisting with training, travel plans etc. |
| 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. |
| * To collate information from various supplier web portals etc and scan and upload information the Sodexo Information Management System (IMS) * Audit contractor files, to ensure they are kept in date and compliant * To review engineering reports and generate corrective actions and monitor remote site activity regarding close out of these actions. * Provide support to the maintenance team on the raising of PPM and scheduled job requests. * Input weekly payroll information for all site staff on to UDC. |
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| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * An outline knowledge of Building Services Engineering and/or facilities management. * Previous experience in a Building Services/Facilities Administration role * Accuracy in review of documentation and process as part of auditing requirement * Good standard of general education * Proficient with Microsoft office applications (including Outlook, Word, Excel, and PowerPoint) * Excellent numerical and verbal skills * Good communication skills when dealing with the Sodexo and client teams * Familiar with SAP and Payroll administration * Must be able to work independently * Will require SC clearance |

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| 7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Information accuracy |  | | * Flexibility and support of other functions and team members |  | | * Employee Engagement |  | | * Learning & Development |  | |

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| 8. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date | April 2021 | | Document Owner | Elaine Kane | | | |