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.  |
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| * 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.
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| 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 |
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| * Information accuracy
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| * Flexibility and support of other functions and team members
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| * Employee Engagement
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| * Learning & Development
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| 8. Management Approval – To be completed by document owner |
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| Document Owner | Elaine Kane |

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