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Job Description:
Site Administrator

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| Function: | Corporate Services  |
| Position:  | Site Administrator |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Site Director  |
| Additional reporting line to: |  |
| Position location: | GSK Maidenhead  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| The purpose of this role is to provide operational administration support (financial, payroll, technical services admin and contract management) at the GSK Maidenhead site with the occasional support given to GSK Slough Site.  |
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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. |
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| **4. 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. |
| GSK Maidenhead is a growing site amongst the GSK portfolio. The role is required to support all departments but mainly across the following areas:-* Completion of site payroll.
* Completion of site financial returns and monitoring of performance
* Raising site invoices and ensuring back up data is provided in a clear way.
* Ensuring site communications is completed in an effective manor
* Supporting the Technical services team in helpdesk task logging and closure of tasks
* Upkeep of site legal compliance documentation.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Completion of site payroll.
* Completion of site financial returns and monitoring of performance
* Raising site invoices and ensuring back up data is provided in a clear way.
* Ensuring site communications is completed in an effective manor
* Supporting the Technical Services team in helpdesk task logging and closure of tasks
* Effectively communicating with the client.
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| 6. 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. |
| * Delivery of accurate invoicing along with the appropriate supporting information
* Maintaining in house financial systems and ensuring accurate inputting at all times
* Ability to effectively communicate at all levels of Sodexo and GSK.
* Having training records and operational documentation audit ready at all times
* Ensuring site payroll is completed to the required time scales
* Challenging and investigating site financial performance against contractual agreements.
* Supporting the Technical Service team in effective communications and client satisfaction
* Raising and closing off when complete purchase orders.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * A customer focused approach, exhibiting a reliable and responsible attitude
* Excellent communication and good time management skills
* Reliable and responsible attitude.
* Confident and flexible manner.
* Contributes effectively working within a team environment.
* Strong planning and organisational skills.
* Proven to ability to prioritise
* Able to multi-task and work to time lines
* Strong interpersonal and verbal and written communication skills
* MS Office skills
* SAP experience is desirable but not a necessity
* Ability to travel for training as and when required
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date 05 May 2017 |  |
| Document Owner |  |

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