

Job Description:
Contract Support – Administration

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| Function: | Provide administrative support for the contract |
| Position:  | Facilities Administrator |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | General Services Manager |
| Additional reporting line to: |  |
| Position location: | Nestle Tutbury |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To provide administrative support for the Sodexo contract at Nestle Tutbury
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue  | N/A | EBIT growth: | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in Region  | n/a |
| Cash conversion: | n/a |
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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. |
| General Services ManagerContract Support – Administration/Waste  |
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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. |
| * Impartial escalation of issues and concerns with the Client and team to the GSM as appropriate
* Acquisition of required documentation and/or support for the Client
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Administer Kronos & payroll for the onsite team and support with any queries as appropriate
* Monitor the onsite team absences and advise department heads on levels and required actions
* Oversee the onsite team’s holiday records ensuring that department heads are following procedure
* Support department heads with the minuting of HR related meetings
* Oversee and take ownership of the onsite team personnel folders, ensuring legal compliance and compliance to Sodexo HR and H&S procedures
* Oversee and collate the generic H&S documentation both hard copy and on the shared drive. To include: fire; first aid; maintenance; pest management; Puwer inspections; Safety Walks; Electrical testing; Nestle service records; DSE; New Starter documentation; PPE; Workplace inspections; Business continuity plan
* Oversee and maintain the Contractor Management file ensuring compliance to Nestle and Sodexo procedures
* Oversee and manage the PPE, stationary, uniform and parts ordering
* Collate the monthly invoices ready for Client billing
* Ensure legal, Sodexo and Nestle compliance in the on site files including waste operations on site, through maintenance of the waste files
* Support both Nestle and Sodexo with all environmental, care and H&S audits
* Support with the review and updating of all annual policies and procedures, including risk assessments and safe systems of work, relating to waste management
* Constantly look for ways to streamline our waste processes and explore ways to drive down costs by improving our capture, storage and disposal of differing waste streams
* Share learnings and key achievements with wider team through the senior onsite team meeting
* Attend the monthly waste meeting with Roydons
* Support the GSM with the preparation and delivery of the Waste Operative’s PDR, Development Plan and Objective setting
* Attend Training as and when required
* Be responsible for oneself and others ensuring adherence to the Nestle golden rules
* Champion safety by reporting hazards, concerns and observations following the 3A and near miss process.
* Producing all site based communications
* Champion employee engagement
* Conduct and support employee training where required
* General office administration
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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. |
| * Achievement of pass or above in all audits – Nestle and Sodexo
* Administration of payroll
* Administration of personnel files as per Sodexo policy
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Excellent customer service skills
* Professional
* Good understanding of Health & Safety and safety focused
* Understanding of recycling and sustainability
* PC literate- high skill set in the use of Microsoft Office programs essential
* Payroll system experience- preferably Kronos and UDC trained
* Good planning and organisational skills
* Ability to work alone and as part of a team

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Results driven
* Compliance focused
* Analytical and problem solving
* Accurate
* Continuous improvement
* Ability to judge when to escalate and report issues/concerns
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date | 11th November 2020 |
| Document Owner | Andy Parrish  |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date  |  |

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