

Office Administrator

Application deadline: 13th March 2019 **Hours:** Full Time 40 hrs

Reporting to: Systems Manager **Location:** Banbury

Role overview:

To provide a robust and accurate support in the administration and co-ordination of Tibbetts Group Quality Management system, Health and Safety and the facilities Management controls and procedures. Administration support in other areas as required.

Key Responsibilities:

- Co-ordinate and administer scheduled audits across the group
- Ensure that all relevant documentation and appropriate records are maintained.
- Assist with the production of process flow charts (Visio)
- Ensure all Health & Safety updates are correctly recorded.
- Co-ordinate and assist with Audits and safety reviews.
- Maintain accurate Work schedules for plant & Machinery.
- Ensure all service agreements are up to date and liaise with external parties to arrange costings and visits.
- Manage all service and calibration records ensuring compliance
- Ensure all documentation is communicated to the relevant Managers, as necessary.
- Maintain accurate logs and records to ensure that work is carried out and actions highlighted are followed up.
- Create and Police the "branding" standards across the Group
- Create and police the 5s standards/ expectations of all facilities and communal areas.
- Ensure the Group facility standards are maintained throughout.

Core competencies

- Customer focus
- Team working
- Creativity and innovation
- Communication
- Organisational systems and processes
- Building effective business relationships
- Self-motivation
- Completer Finisher

Skills / Attributes Required

- A sound knowledge of Microsoft Word, Excel and Outlook
- Excellent communication skills
 - Good telephone manner
 - Articulate and adaptable to audience
- Auditee or Auditor experience
- Methodical Approach

Experience

- Recent experience of working in a similar administrative role within Quality or facilities environment
- A proven ability to prioritise workload effectively in order to meet deadlines
- Excellent interpersonal skills and working well on own initiative
- Working daily with Microsoft Word, Excel and Outlook
- Attention to detail
- Exposer to audits either as auditee or auditor would be advantageous

Special knowledge and role requirements

- Excellent communication skills with the ability to convey ideas and solutions to staff members of all levels
- High degree of accuracy and attention to detail
- Ability to provide concise documentation
- Ability to work on own initiative and make balanced decisions
- A positive can do attitude and flexibility in taking on a broad range of responsibilities and tasks at short notice
- The ability to quickly learn new operating procedures and maintain established systems
- Approachable with good interpersonal skills and the ability to interact with staff effectively at all levels
- A commitment towards delivering quality customer service to internal and external customers

Full training and support will be given to the successful candidate.

If you would like to apply, please send your CV along with a cover letter to:

hr@tibbettsgroup.co.uk