**Administrator**

**Sub Division: Building Solutions Midlands**

**Location: Tipton**

**Contract Type: Fixed Term Contract**

**Hours: Full Time - 40 hours - Monday to Friday**

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**Creating and maintaining great places to live and work delivered by excellent people who care…**

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**Purpose of Role**

**We are currently looking to recruit an Administrator to be based at our offices in Sandwell.**

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**Job Description**

**The role will be responsible for dealing with all administration related dutars for our Social Housing Client.**

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**Responsibilities**

* **Ensure team are provided with good office facilities.**
* **Support managers and staff in preparation of correspondence and reports.**
* **Implement the Office Systems including training and administration.**
* **Sorting all correspondence (letters, emails, memos, faxes, reports etc.)**
* **Ensuring that the management of general administration is coordinated on a daily basis to ensure that your office runs smoothly,**
* **Ensure all paperwork is kept accurately filed and stored resulting in a tidy office / environment.**
* **Maintaining and managing diary schedules.**
* **Liaising and negotiating with VINCI’s specified Travel Agent to book all hotel and travel arrangements in advance, ensuring the most cost effective and comfortable arrangements are made for your Manager(s) and are in line with VINCI’s travel policy.**
* **Plan, organise and where appropriate implement functions/events/conferences.**
* **Typing of correspondence, possibly dictation, photocopying, faxing, etc. and where appropriate ordering stationery.**

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**Essential Qualifications/Skills**

* **Good telephone manner**
* **Strong Microsoft Office skills**
* **Good organisation skills**
* **Attention to details**