



## **Job description and person specification. Office Administrator - Training**

### **Introduction**

An opportunity has arisen for a full time Office Administrator to work alongside the current team in the training department. This role will work closely within a small team and report to the Training Manager.

Applicants are requested to send a CV and completed job application form (downloaded from our website) to:

Richard Beale

RB Health and Safety Solutions Ltd

Blacklands Business Centre

15 Fearon Road,

Hastings, East Sussex. TN34 2EP

Email: [richard@rbhealthandsafety.co.uk](mailto:richard@rbhealthandsafety.co.uk)

(labelled **Office Administrator - Training job application**)

### **Job advert**

RB Health and Safety Solutions are seeking a highly motivated and proactive full time Office Administrator (office based in Hastings). Administrative and sales experience would be of benefit. RB specialises in theatre safety and so a passion for theatre would be an advantage. For more information please visit our vacancy page at [www.rbhealthandsafety.co.uk](http://www.rbhealthandsafety.co.uk)

### **Job description**

Job title: Office Administrator.

Responsible to: Training Manager.

Hours of work: 09:00hrs – 17:00hrs Monday – Friday.

Pay Scale: £8.50 ph

Location: Office based in Hastings with occasional travel.

Closing date for receipt of CV's: Friday 15<sup>th</sup> March 2019.

Interview date: Tuesday 26<sup>th</sup> March 2019.

Start date: As soon as available.

### **Summary of main responsibilities**

- Overseeing and implementing elements of the training administrative process
- Formatting word documents
- Undertaking other administration duties as dictated by the needs of the organization
- Proof reading documentation to assist consultancy department when required
- Liaising with current and potential clients
- Booking courses, jobs and staff
- Acting as main point of contact for nominated clients
- Purchasing and sourcing training resources (books, manuals etc.)
- Sales and promotion of services
- Other duties as dictated by the needs of the organisation

### Person Specification – Office Administrator

Criteria	Essential / Desirable
<ul style="list-style-type: none"> <li>➤ Experience                             <ul style="list-style-type: none"> <li>○ Working in an office environment</li> <li>○ Work without direct supervision and able to develop own skills</li> <li>○ Maintaining and improving management systems</li> <li>○ Liaising with clients</li> <li>○ Working in a sales lead environment</li> <li>○ Accounting experience (desirable)</li> </ul> </li> </ul>	Essential
<ul style="list-style-type: none"> <li>➤ Skills                             <ul style="list-style-type: none"> <li>○ Problem solving/multi-tasking</li> <li>○ Meeting deadlines</li> <li>○ Excellent communication skills with a diverse range of people</li> <li>○ Experience of using software programs</li> <li>○ Good computer skills including Word, Excel, Outlook (mail merge), other databases.</li> </ul> </li> </ul>	Essential
<ul style="list-style-type: none"> <li>➤ Qualifications                             <ul style="list-style-type: none"> <li>○ IT qualifications (Word, Excel, Outlook)</li> <li>○ Health and safety (CIEH or IOSH)</li> <li>○ Business / Management qualification</li> </ul> </li> </ul>	Desirable
<ul style="list-style-type: none"> <li>➤ Other Requirements                             <ul style="list-style-type: none"> <li>○ Self-motivated</li> <li>○ Work additional hours as required by the nature of the business</li> <li>○ Willingness to learn and develop personal skills and qualifications</li> <li>○ Commitment and loyalty to the organisation's mission</li> <li>○ Ambition and drive to help the organisation develop.</li> </ul> </li> </ul>	Essential
<ul style="list-style-type: none"> <li>➤ Knowledge of health and safety would be an advantage but not essential as training will be provided.</li> </ul>	Desirable