



## **Job Description**

### **Admin Assistant**

#### **15 hours a week | fixed term contract for 6 months**

##### Overview of role:

Reporting to the Operations Manager, the function of this role is to administratively support the operational elements of MCA Consulting Engineers Ltd (the 'Company') and ensure smooth day-to-day running of the office environment, making it an effective and efficient base of operation.

##### Responsibilities and duties to include (but not limited to):

- Support the Operations Manager with incoming enquiries, drafting responses and diarising actions.
- Support the Operations Manager with the creation, and maintenance updates, of new Enquiries on Project Management Software, WorkflowMax (WFM) and the Company's cloud-based server.
- Ensuring timely and accurate conversion of new enquiries into projects on WFM and the Company's cloud-based server.
- General administration of enquiry and project records ensuring paper and electronic records are filed and archived appropriately and comply with the Company's data protection (GDPR) policy.
- Supporting the administration of Appointment Documents, Collateral Warranties and Fee Proposal folders.
- Responsible for answering all incoming telephone calls, ensuring these are dealt with quickly and efficiently.
- Dealing with general incoming email and postal correspondence.
- Creation, proof-reading, and formatting outgoing documents.
- Meeting and event administration (such as staff meetings and training sessions); including setting meeting dates, collating and issuing agendas and any relevant paperwork, arranging venues, and taking minutes.
- Ordering office and staff welfare supplies and organising any office maintenance requirements.
- Other tasks as required by the management team

##### Experience/Competencies:

- Well presented with a professional and confident telephone manner.
- Manage a diverse workload and ensure that tasks are prioritised effectively.
- Demonstrate confidence and competence working with external stakeholders.
- Demonstrate strong communication and organisational skills.



- Ability to work on own initiative and highlight process issues and propose possible solutions.
- Exercise confidentiality, discretion, and personal sensitivity in all aspects of the role.
- Respond to requests in a timely and professional manner.
- Comply with Company policies and procedures in all aspects of the role.

