

Job Description and Person Specification

Date Effective:	<u>01/01/2024</u>
IMS Reference	
Job Title	Business Administrator
Based at	Head Office
Reporting to	Pre-Construction Manager
Direct Report(s)	None
Working Relationships	Colleagues, clients, suppliers
Job Summary	To ensure that all operational business administration duties are carried out to a professional standard in support of the commercial managers

Key responsibilities and accountabilities:

1. Operational Contract Support:
 - a. Aid the City of London MTC team in managing inquiries and job data.
 - b. Provide assistance and necessary work related to any required O&M manuals.
2. Bid Management Support:
 - a. Maintain and ensure the accuracy of the tender database with all necessary information.
 - b. Handle filing and associated requirements to support tenders.
 - c. Assist with specific tasks related to tenders and other PQQ requirements.
 - d. Proactively monitor tender portals for opportunities and handle document loading/uploading as needed.
3. Opportunities:
 - a. Support the introduction of the Unite software module in Business Central and serve as a focal point for assisting commercial staff in using it.
 - b. Support the development of the module as needed.
4. Contacts Management:
 - a. Gain an understanding of the contacts structure and usage in the Business Central system.
 - b. Serve as the first point of contact for the management and upkeep of contacts.
5. Marketing Support:
 - a. Assist in the development of documentation required to promote the Company.
 - b. Administer requirements for marketing/technical functions conducted by the Company, including liaison with attendees.
 - c. Be responsible for maintaining agreed and approved news flow and social media-related postings (internal and external).

6. Other:

- a. Provide administrative support to the wider building team, including developing project programmes and spreadsheets, updating contract schedules, and handling other ad-hoc duties.
- b. Offer ad-hoc support for the site, including printing drawings and collecting required information.
- c. Undertake specific project work related to supply chain and data support for the broader business, including work related to maintenance of key subcontractor data.
- d. Act as backup cover for reception if required.

Competencies

Competence	Level				
	1 – not required 2 – rarely required 3 – sometimes required 4 – required most of the time 5 – required all the time				
Technical	1	2	3	4	5
Communication	1	2	3	4	5
Teamwork	1	2	3	4	5
External Awareness	1	2	3	4	5
Resource Management	1	2	3	4	5

Personal Attributes/Aptitude/Skills

Personal attributes / aptitude and skills		Essential	Desirable
Qualifications	➤	None specific	
Education needed for this role	➤	Good general level of education	
Training needed for this role	➤	MS Office Excellent Customer service skills Excellent IT Skills	
Experience needed for this role	➤	General exposure to demands of varied time and client management	
Personal attributes needed for this role	➤	Can-do attitude and willingness to be make a difference. Professional & Ethical Excellent communication skills Outgoing demeanour Ability to work unsupervised.	➤ Ability to plan. ➤ Ability to prioritise tasks. ➤ Enthusiastic

	➤ Excellent customer service skills	
	➤ Ability to Multitask	
Aptitude needed for this role	➤ Sound literacy and numeracy skills	
	➤ Organised	
Skills needed for this role	➤ Good with Microsoft Office (MS Word, MS Excel, MS Outlook	➤ Good with MS PowerPoint, MS Project
	➤ Ability to use Internet	➤ MS Business Central

Benefits

- Salary depending on experience.
- 25 days annual leave, plus bank holidays
- Additional earnings available through enhanced overtime rates
- Smartphone, tools, uniform, PPE

Essential

- Strong communication skills and work ethic
- Awareness and knowledge of health and safety

Other Benefits

- Life Assurance
- Refer a friend reward scheme.
- Cycle to Work Scheme
- Pension