



Job Description

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| Position | Administration Assistant |
| Department | Support - Teesside Operations |
| Manager | Office Manager |
| Location | Teesside International Airport |

Summary:

This is an administrative role based within Willis Aviation Services Operations. The post holder reports to the Office Manager and supports the provision of business specific and transactional office-based activities. The post holder works collaboratively with other team members and Managers to provide duties of administrative support services. The post holder may be expected to support several teams/functions within the operational area and is to offer support and cover during periods of absence, for which training will be provided.

Candidate Profile:

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organisational skills
- Familiarity with office management procedures
- Proficient in MS Office and office management software
- Qualifications in Administration or Business Studies to NVQ3

Responsibilities:

Administration Duties

- To be responsible for the distribution of both incoming and outgoing mail, liaising with staff where necessary.
- Meet and greet visitors to the Office ensuring the correct security procedures are followed in line with airport regulations (airport security pass application process).
- Assist with the collation of monthly overtime reports to ensure accurate and timely payments for staff.
- Assist with ordering of office equipment such as stationery & IT equipment to ensure stock levels are maintained.
- Contact suppliers as part of the Know Your Customer process (KYC) to ensure all relevant paperwork is up to date.
- Assist with organising external training and any associated travel arrangements.

Financial Responsibilities

- To assist the Office Manager with the control of purchase orders and spend for the facility. Maintaining paperwork by coordinating delivery notes with invoices.

Communication and Collaboration

- Post holder must ensure that effective lines of communication and collaboration are maintained with all Operational Managers and all staff at Teesside.

Professional Self Development

- Postholder would be expected to partake in Company training when required.
- Postholder will be required to participate in regular performance reviews.

Stock Control / Stationery

- To assist the Office Manager with stock control, obtain quotes for stock and order stationary/ supplies for the facility.

Requirements:

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organisational skills
- Familiarity with office management procedures
- Proficiency in MS Office and office management software
- Qualifications in Administration or Business Studies
- English Language proficiency (Written & Spoken)

The post holder will be expected to carry out any other duties allocated that are appropriate to the grade and nature of this post. Job descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.

*WAML are committed to equal opportunities and have an Equality and Diversity policy in accordance with legislation and all appointments are subject to pre-employment checks including references and a Disclosure and Barring Service check.