

### ADMINISTRATIVE ASSISTANT

<b>Area</b>	Administration
<b>Job Title</b>	Administrative Assistant (Part Time)
<b>Reporting To</b>	Deputy General Manager
<b>Location</b>	O&M Depot – Edgewater Rd, Belfast
<b>Working Hours</b>	Part Time (20 hours) - 5 days per week 09:30 – 13:30
<b>Minimum Qualifications</b>	5 GCSE's including Maths and English (A*-C Grade)
<b>Minimum Experience</b>	2 years' experience as an Administrative/Clerical Assistant, preferably within the service industry.
<b>Desired Experience</b>	Experience in control and upkeep of ISO 9001 quality management documentation
<b>Principal Functions</b>	<ul style="list-style-type: none"> <li>• Carry out administrative duties for Management and Operations Teams.</li> <li>• Write and distribute email correspondence, memos, letters, faxes and forms</li> <li>• Assist in the preparation of regularly scheduled reports</li> <li>• Develop and maintain a filing system</li> <li>• Attend meetings and take detailed minutes when required</li> <li>• Maintain computerised system of customer service and operations records</li> <li>• Assist with control of QA and Procedural Documentation</li> <li>• Handle abnormal loads correspondence and maintain register</li> <li>• Meeting &amp; Greeting both face to face and over the phone</li> <li>• Assist in insurance claim handling and record keeping;</li> <li>• Order stationary and maintain stock/supplies</li> <li>• Undertake any other duties that may be assigned from time to time</li> </ul>
<b>Core Competencies and Attributes</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of Microsoft Office packages</li> <li>• Previous experience of working in a similar clerical or administrative role</li> <li>• Excellent telephone manner, with strong communication and interpersonal skills</li> <li>• Strong written and oral communication skills</li> <li>• High degree of discretion dealing with confidential information</li> </ul>