

CCS Administrative Assistant Planned Works Job Description

Job Title:	Administrative Assistant Planned Works	Job Category:	Administration
Department/Group:	Planned Works Department	Job Code/ Req#:	
Location:	Yeovil	Travel Required:	Yes to office
Level/Salary Range:	£19,000 - £22,500 P/A	Position Type:	Full-time
Senior Contact:	Michelle Vincent	Date posted:	NA
Will Train Applicant(s):	Yes	Posting Expires:	NA

Applications Accepted By:

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Attention:
Nicki Grimison
HR Manager

Mail:
Michelle Vincent
Unit 21B Hopkinson Way
West Portway
Andover
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Job Description

Job Purpose:

Provides office services by implementing administrative systems, procedures, and policies, and monitoring of planned works for tradesmen and liaising with the client.

Duties:

- Maintains optimum workflow by following existing processes
- Plans daily, weekly and monthly resource in accordance with current processes.
- Liaison with internal resource, residents and clients
- Develops working practices and recommends changes to Office Manager
 - Maintains and updates clients Schedule of Works
 - Books surveys and maintains diary appointments. Updates system
 - Collates kit list and books appointment with resident
 - Allocates resource and communicates plan to relevant parties
 - Maintains plan and makes necessary changes to ensure department remains fully efficient.
 - Co-ordinates with engineers to ensure plan is successful
 - Updates Client, Office Manager and Senior Managers
- Resolves administrative problems by coordinating preparation of reports and communication with staff, analyzing data, and identifying solutions.



- Provides information by answering questions and requests.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications:

- Exceptional Customer Focus
- Good communication skills, both verbal and written
- Good organizational skills, including own time management

Experience Required:

- ECO funding experience or experience of managing eco measures would be an advantage.
- Experience of working on planning of construction and maintenance contracts, dealing with engineers and customers, customer service and Call Centre experience.

Reviewed By:	Nicki Grimison	Date:	08.04.2021
Approved By:		Date:	
Last Updated By:	Nicki Grimison	Date:	08.04.2021