

### CCS Administrative Assistant Planned Works Job Description

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

#### Applications Accepted By:

**E-mail:**  
[nicki.grimison@correctcs.co.uk](mailto:nicki.grimison@correctcs.co.uk)

**Attention:**  
Nicki Grimison  
HR Manager

**Mail:**  
Michelle Vincent  
Unit 21B Hopkinson Way  
West Portway  
Andover  
Hampshire. SP10 3ZE

#### 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.

**We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.**

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