



JOB DESCRIPTION

Administrator Part-Time

Job Type: Part-time: three days per week
Hours of work: 7 hours per day / 21 hours per week (days to be decided)
Time: Between 8:00am and 5:30pm (to be agreed) with one hour for lunch
Flexible home/office working.
Reports to: The Directors and the Practice Manager

Context

F&T Building Consultancy is a practice of chartered surveyors and architectural designers in central London.

Job Outline

To undertake all associated duties as deemed necessary by the company to provide reception and administrative support to the team including but not limited to:

Job Description

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| Secretarial / Office Support | <ul style="list-style-type: none">• Typing (including audio), preparation of documents, photocopying, scanning and filing.• Assist with project and /or marketing documents including binding, labelling and dispatch.• Filing - electronic and paper filing of all project related correspondence, ensuring that the filing system is kept up to date (mostly electronic).• Research office supplies/equipment.• Ordering couriers and other support services.• Assist with office diary and Meeting Room diary.• Assist with Central Address Book• Assist with keeping photocopiers full of paper.• Assist with maintaining and making sure areas are kept tidy/supplied: filing, binding area, stationery cupboards, kitchen, fridge, and photocopier.• Assist with recycling of office consumables.• Assist with ordering stationery, kitchen and other office supplies.• Assist with incoming and outgoing post and other deliveries.• General administrative support and other ad hoc duties that may arise. |
| Reception | <ul style="list-style-type: none">• Telephone, taking and relaying messages, screening and directing calls.• Maintaining the reception area• Meeting and greeting visitors, preparing meeting rooms and preparation of refreshments if required. |
| Fee Accounts | <ul style="list-style-type: none">• To assist with fee accounts/invoicing/credit control |
| Other | <ul style="list-style-type: none">• The Company may amend your duties and, in addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the business. |



Person Specification

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| Experience | <ul style="list-style-type: none">• Proven experience of working in administration. |
| Computer skills | <ul style="list-style-type: none">• Must be proficient in MSOffice especially Word and Excel.• Must be proficient in MS Outlook and Internet. |
| Typing skills | <ul style="list-style-type: none">• Minimum 45 wpm typing speed.• Excellent attention to detail. |
| Telephone | <ul style="list-style-type: none">• Must have excellent telephone manner. |
| Communication
Interpersonal skills | <ul style="list-style-type: none">• Must have a professional and friendly manner with good interpersonal skills.• Ability to deal effectively with all levels of both external and internal staff. |
| Flexibility | <ul style="list-style-type: none">• A flexible and adaptable approach is required.• May need to start a bit earlier or leave a bit later if required. |
| Interest | <ul style="list-style-type: none">• An interest in the arts / built environment is preferable. |

Benefits:

- Salary range competitive – dependent on skills and experience
- Support with professional training and progression
- Leave – 25 days p/a plus Bank Holidays
- Flexible office/home working (after six-months' probation period)
- Contributory Pension
- Employee Assistance Programme
- Season ticket travel loan
- Bonus depending on performance of the company and individual.