



Admin Assistant

Reporting to Admin Supervisor

Job Profile

The Admin Assistant is a member of the admin team within RSBi providing general admin support in relation to the delivery of services in line with business needs. This post will predominately be based within the Furnished Accommodation side of the business however the successful candidate will be expected to provide admin support wherever required within the business.

You will add value to the LLP, providing support to the relevant officers and have specific responsibility for all admin functions as directed within the business area. This will include but not be limited to: Raising Works Orders, Raising Purchase Orders, answering calls from clients/customers, Booking Appointments, Warranty Claims and General Admin Duties

You will assist in the implementation of all processes and procedures to ensure effective administration and monitoring arrangements to safeguard the interests of the LLP at all times.

Personal Profile

You will be experienced in clerical and admin duties with a key working knowledge of IT systems and have excellent admin and communication skills. You will be comfortable working on your own initiative.

You will represent the interests of the LLP at all times and be conversant with the business areas and IT systems and will bring an innovative approach to new developments and will be committed to development on a personal basis.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Conditions

Your contracted hours of work will be 36 per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.