

JOB DESCRIPTION

Job Title: Team Administrator	Reporting to: Financial Controller
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Overview

Richborough Estates is an ambitious, growing and passionate company, operating as a key link in the housebuilding industry and located in a prime position in Birmingham city centre. The role will offer the opportunity to work in a dynamic team alongside like-minded professionals.

In brief, the role will be to perform key business administration duties on behalf of the Financial Controller, the Company Directors and other colleagues as appropriate. To also be the first point of contact via telephone and the reception point.

Working hours

Part-time: 3 days per week, or similar hours spread over 5 days per week ***** to be agreed *****

Periodic tasks

- Assist the Communications Director with the organisation of corporate hospitality events on behalf of the Company, as well as monitoring budgets for such events and attending where appropriate
- Under the guidance of colleagues, assist in the Land Study process e.g. letters to landowners, follow-up phone calls, maintain a record of communication attempts, etc.
- Provide admin support to the production of Sales Packs/Sales Particulars which are used to aid the disposal of sites on the open market
- Assist the Regional Directors in updating site appraisal spreadsheets
- To attend site visits or general off-site meetings e.g. council offices, public enquiries, etc. as and when appropriate
- Provide support in meetings when requested, such as taking notes

Regular weekly tasks

- Processing of purchase invoices, including:
 - Producing Payment Request Form cover sheets
 - Allocating a project code, a Purchase Order (PO) number and a Nominal Code to each invoice and recording the same in Excel and the Company's accounting system
 - Tracking and managing the sign-off of invoices by the relevant project manager
 - Collating weekly payment runs, ensuring (where possible) invoices are paid in accordance with agreed payment terms unless instructed otherwise
- Drafting and finalising Purchase Orders
- Maintain the CRM system
- Day-to-day banking duties, such as paying in cheques
- Provide support to all colleagues for ad-hoc requests
- Assisting the Communication Director with updating and maintaining the Company's social media accounts, and other ad-hoc tasks
- Assisting in the day-to-day updating of the Company's website and mailing list
- To provide an efficient and effective inbound/outbound telephone handling service
- Deliver excellent communication in the form of letters, emails and telephone
- Meet and greet visitors to the office and provide refreshments as appropriate

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- Organise meetings for all colleagues, providing refreshments as necessary
- Organising the Conference Room's bookings to maximise utilisation while preventing clashes
- Assisting the Company Directors, the Financial Controller and other colleagues as appropriate in managing their diaries
- Organising and booking travel and hospitality for colleagues as appropriate
- Handling the Company's inbound and outbound mail, including hand delivering urgent mail to supplier's offices in the local area
- Manage the Company's mobile phone contract, ensuring costs are minimised wherever possible
- Management of other supplier contracts (utilities, IT, stationery, etc.)
- Assist in resolving IT issues by liaising with the Company's IT service management provider
- Maintain the Company's stock of stationery, printing consumables and other office consumables
- Printing, photocopying and binding documents as required
- Create and maintain various filing systems
- To keep a record of staff holidays (and sickness) and monitor this against the agreed allocation for each staff member
- Liaise with staff regarding expense claims and collate associated VAT receipts
- Analyse credit card expenditure on a monthly basis and collate associated VAT receipts

Skills

Essential

- Excellent MS Office and general IT skills (in particular MS Excel)
- Excellent oral and written communication skills
- Attention to detail
- An ability to proof read written communication
- To be proactive, self-motivated & self-disciplined
- A genuine interest in the property and land promotion industries
- A desire to invest time in personal development and training at the appropriate time

Desired, but not essential

- Use of Sage (or other) accounting software
- Full driving license

NOTE: This job description is not intended to be exhaustive. The employee may be required to perform other related duties as appropriate to meet the ongoing needs of the organisation.
