



JOB DESCRIPTION	
Job Title:	Administration Assistant
Department:	Various
Responsible to:	Branch Manager
Location:	Various
<p>Key Responsibilities</p> <p>The primary function of an Administration Assistant - to provide support to the Branch Manager and operations team to assist in the smooth running of the North West Regional office based in Ruislip.</p> <ul style="list-style-type: none">○ This role involves a number of daily, weekly and monthly tasks, as further described below. <p>The Role and Responsibilities may include, but not be limited to, any of the following activities:</p> <p>Operational Support</p> <p>To assist the Branch Manager in allocating work to the drainage engineers and surveyors</p> <p>Purchase Order Management</p> <p>To ensure compliance with the company's purchase order procedures and financial regulations for the Bury branch using the Exchequer system.</p> <p>Aged Debt</p> <p>To support the Finance team in chasing aged debt to ensure a healthy cash flow for the business.</p> <p>Sales</p> <p>To support the Branch Manager in following up reports and quotations sent to potential clients and customers.</p> <p>Road Opening Licenses</p> <p>To support the branch by ensuring all road opening licenses are obtained in a timely manner.</p> <p>Administration</p> <p>To provide general support to the Administrative staff within the branch to ensure all support services are operating effectively.</p>	

