



Company: Henry Brothers Ltd

Job Title: Administration Assistant (Maternity Cover)

Responsible to: HR Manager

Responsibilities:

- Administrative tasks- managing records and ensuring they meet quality standards, proof-reading- editing and formatting documents, updating databases, updating Security Clearance processes
- Manage travel bookings
- Manage timesheets
- Updating files and records
- Contribute to the achievement of current team and individual objectives
- To manage the switchboard every Monday and as and when required to cover holiday periods, sickness, appointments, etc. and answer and direct all telephone calls and relay messages accurately in a courteous, timely manner
- Participate in team meetings to discuss operational activities
- Data entry and creating reports
- Carry out any additional duties or tasks as directed that are commensurate with the role and position

Skills and Personal Attributes:

- Must have strong work ethic
- Confident dealing with enquires and have the ability to respond to queries quickly and effectively
- Highly organised
- IT literate, able to use MS packages
- Must be confident at working within a computerised busy office environment
- Good communication skills
- Focus on attention to detail and maintaining high standards
- Strong interpersonal skills
- Ability to work under pressure and cope with a varied portfolio of work
- Ability to prioritise work

Our Values:

Our core values are what support the vision, shape the culture and reflect on the overall company values. They are the essence of the company's identity which communicate what is important and help to contribute to the overall success of the organisation.

- **Integrity** - Demonstrating strong ethical standards with openness, honesty and respect.
- **Considerate and Dependability** – Our communities, clients, supply chain reliably know what they can expect from us.
- **Premium Quality** - Striving to deliver the finest solution in a safe working environment.
- **Agile and Innovation** – Being proactive, flexible and working collaboratively to achieve the best possible outcomes.
- **Sustainable** – Conducting our business responsibly whilst making a positive impact to the environment and within our communities.

What you will receive from Henry Brothers Ltd:

- An opportunity to work for a prestigious family run company that has a reputation for high standards of service
- A competitive rate of pay
- A chance to work in a great team
- Early finish Friday
- Core Working Hours
- Private Healthcare Cover