
ADMINISTRATION ASSISTANT – JOB DESCRIPTION

September 2021

This job description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the Employer.

Job Purpose

The Administration Assistant performs a range of tasks to assist in the efficient day-to-day running of the business.

Expected Behaviours

1 Organisational and Administration

- 1.1 Maintain an excellent level of communication with internal and external personnel
- 1.2 Maintain efficient and effective records and systems
- 1.3 Provide assistance to team members as required
- 1.4 identify office supplies and resources required for ordering
- 1.5 Answering phone, returning calls and emails

2 Teamwork

- 2.1 Work effectively and harmoniously as part of a team to ensure seamless flow of the day to day running of the business.
- 2.2 Assist others in the team to achieve overall goals of the organisation where it is appropriate to do so

3 Inventory Control

- 3.1 Daily entry of good received and/or manufactured
- 3.2 Monitoring of stock levels/balance, and organising Transfers when applicable
- 3.3 Daily stock reports and reconciliation

4 Business Support

- 4.1 Knowledge of products produced and sold by the company
- 4.2 Tend to the general demands of the company

5 To assist with the management of supplies

- 5.1 Assist in identifying daily stock requirements
- 5.2 Assist with planning of purchase orders
- 5.3 Assist with monitoring of deliveries against stock demand

6 General

- 6.1 Participate in team meetings
- 6.2 Maintain a culture of continuous review and improvement
- 6.3 Maintain and respect high standards of professional conduct and confidentiality
- 6.4 Follow company policies and procedures at all times

7 Health and Safety

- 7.1 Comply with all legal/statutory and company requirement for health and safety