

JOB DESCRIPTION

Job Title	Business Administrator
Hours and location	37 hours a week, full time role Home Based with some requirement for presence in Devizes Office
Reports to:	Business Administration Manager
Job Purpose	To support the team in carrying out day to day administration relating to: procurement exercises, contract management, financial management, marketing, meetings and events, and other consortium activities.
Main duties and responsibilities:	
<ul style="list-style-type: none"> • To deliver a professional and efficient service to Westworks members • Manage incoming calls and emails • Create/update records and databases • To support the Operational team on procurement exercises and activities • To maintain a library of prospective suppliers and members • To provide general administrative support to the team and Westworks members • To proactively promote Equality and Diversity across all consortium activities • To represent Westworks in a professional way at all times 	
Skills and attributes	
<ul style="list-style-type: none"> • Professional telephone manner • Self-motivated, with the ability to work independently • Excellent organisation skills, with the ability to prioritise tasks and meet strict deadlines • Ability to encourage and influence others through collaborative working • Integrity, honesty and gravitas • Team player, communicates effectively with others, and values differing perspectives • Encourages others to be positive and display a can-do attitude, particularly to resolving issues and problems. • Takes ownership and responsibility for more complex issues and problems and ensures they are resolved effectively. • Is pro-active and creative in seeking solutions to problems • Striving for quality and excellence, learning from best practice and working through any barriers to succeed • Seeks to exceed customer expectations and improve services and quality 	
Knowledge and experience	
<ul style="list-style-type: none"> • At least 1 years' experience of working within a procurement environment • Experience of presenting information clearly in reports, tables and presentations • Proficient user of range of Microsoft IT packages, especially Excel • Able to use more complex administrative and IT systems, such as spreadsheet design and manipulation, interrogating databases, developing presentation materials etc • Experience of contracting (desirable) • Understanding of the requirements of social housing and commercial development (desirable) • Knowledge of housing & asset management (desirable) • Understanding of the Public Contracts regulations an EU Directive ("OJEU") process (desirable) 	
Standards	
<ul style="list-style-type: none"> • Maintains high standards of personal appearance, conduct, respect for company property and reputation • Works within the appropriate company policies and procedures including health and safety • Information about customers, suppliers, contracts, tenders and other commercially sensitive matters etc are considered confidential and must not be divulged without prior authority 	

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in Westworks requirements. Any such changes will be discussed with the post holder prior to the changes being made.