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| **Job Title** | Business Administrator |
| **Hours and location** | 25 hours a week, Monday – Friday, 12:00 – 17:00Home Based with some requirement for presence in Devizes office when COVID restrictions allow. |
| **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:** |
| * To provide general administrational support to the team across three core business areas – operational, financial, and business development.
* To deliver a professional and efficient service to Westworks members and suppliers
* Manage incoming calls and emails.
* Maintain records and databases.
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| **Skills and attributes** |
| * Professional telephone/written manner
* Self-motivated, with the ability to work independently.
* Excellent organisation skills, with the ability to prioritise tasks and meet strict deadlines.
* Integrity and honesty
* Team player, communicates effectively with others, and values differing perspectives.
* Is pro-active and creative in seeking solutions to problems.
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| **Knowledge and experience** |
| * 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
* Understanding of the requirements of social housing and commercial development (desirable)
* Knowledge of housing & asset management (desirable)
* Understanding of the Public Contracts regulations and EU Directive (“OJEU”) process (desirable)
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| 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. |