



Admin Assistant

Reporting to Manager

Job Profile

The Admin Assistant is a member of the admin team within the respective business areas providing a general admin support in relation to the delivery of services in line with business needs.

This is a key role in the delivery of an effective office support service to each of our business areas. You will develop an overall knowledge of City Building, which delivers excellent customer service to our clients. You will ideally have previous experience working within a busy team and be accustomed to working to tight deadlines. You will have a positive approach to work and have excellent communication, interpersonal, and organisational skills. You will be proficient in Microsoft Office packages, i.e., Outlook, Word, and Excel.

You will add value to the LLP, providing support to the relevant officers and have specific responsibility for all admin functions as directed within the business area.

You will assist in the implementation of all processes and procedures to ensure effective administration and monitoring arrangements to safeguard the interests of the LLP at all times.

You will require to add value to whatever division you are allocated to but may be expected to contribute across all spheres of the business as appropriate.

Personal Profile

You will be experienced in clerical and admin duties with a key working knowledge of IT systems and have excellent admin and communication skills. You will be comfortable working on your own initiative.

You will represent the interests of the LLP at all times and be conversant with the business areas and IT systems and will bring an innovative approach to new developments and will be committed to development on a personal basis.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Conditions

Your contracted hours of work will be 36 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.