

Role Profile

Role Details			
Role Title	Admin Assistant	Section	
Division	Repairs and Maintenance	Report To	
Grade/Salary	SCP19-22	Date Completed	24 April 2025
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p> <p><u>Our Values</u></p> <p>Community – To build more sustainable communities through social, economic and community engagement.</p> <p>Trust – To be trusted by our employees, clients, and partners.</p> <p>Ambition – To do more for our client and partners and provide more opportunities for our employees and stakeholders as part of our change and growth strategies, succession planning and sustainability.</p> <p>Honesty – To promote at all times in our communication with all stakeholders promoting partnerships and sustainability.</p> <p>Excellence – To deliver quality in everything we do.</p> <p><u>Our Mission Statement</u></p> <p>To contribute excellence in construction, repairs, maintenance, manufacturing and training to our customers, our employees, partners, suppliers, and the local communities in which we work.</p> <p><u>Benefits</u></p> <p>As part of City Building, we offer sector-leading benefits package, the successful candidate will receive the following:</p> <ul style="list-style-type: none"> – A rewarding career with a competitive salary. – Access to contributory pension scheme – Strathclyde Pension Fund. – Excellent annual leave entitlement – Enhanced maternity, paternity, and adoption/shared parental leave. – Access to excellent health and wellbeing initiatives. – Access to a discounted gym membership. – Facility to make payments directly from your salary. – Workplace parking and more. 			

Role Summary

The Admin Assistant is a valued member of City Building providing administrative support in relation to the delivery of services in line with business needs.

This is a key role in the delivery of an effective and efficient office support. You will develop an overall knowledge of City Building, which strives to deliver excellent customer service to our clients.

You will ideally have proven 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.

The role also involves troubleshooting issues, coordinating updates and backups, handling complaints, and ensuring smooth communication across teams and departments. A strong focus is placed on organisational skills, attention to detail, and the ability to manage multiple tasks simultaneously while maintaining a high level of customer service and confidentiality.

The Administrator is responsible for supporting the efficient operation of the organisation by managing administrative tasks, systems, and resources. This includes overseeing day-to-day administrative functions, providing user support, ensuring the maintenance and security of systems, and maintaining accurate records and documentation.

The Admin Assistant will possess a solid understanding of office software, technical systems, and administrative processes, with a proactive attitude towards problem-solving and process improvement. Strong communication skills, the ability to work collaboratively, and a commitment to meeting deadlines are essential. The role will require familiarity with IT systems and tools.

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 be required to add value to your section but may be expected to contribute across all spheres of the business as appropriate.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Administrative Support	<ul style="list-style-type: none">Organising and filing documents, both physical and digital, to maintain an efficient workflow and ensure compliance with any relevant policies or regulations.Providing support for all aspects of administrative duties.
Inquiry Handling	<ul style="list-style-type: none">Handling inquiries, offering assistance, or redirecting them to the appropriate person and/or section when necessary.Respond to incoming calls, and emails efficiently and effectively.Communicating with suppliers/support service sections to ensure timely delivery of goods/services and resolving any issues that arise.
Request Logging and Data Entry	<ul style="list-style-type: none">Accurately input information into City Buildings systems.Managing reports using excel
Compliance with professional, regulatory,	<ul style="list-style-type: none">Ensure that you are complying with internal policies, procedures, and relevant regulations.

statutory, and corporate requirements.	<ul style="list-style-type: none"> – Comply with and implement all City Building Policies and Procedures. – Act ethically and with integrity.
Health and Safety	<ul style="list-style-type: none"> – To carry out work in accordance with the Health and Safety at Work Act 1974 – To ensure that all Health and Safety requirements are adhered. – Report all Incidents and Accidents at the earliest opportunity. – Ensure a safe working site at all times. – Ensure wellbeing is a priority.

Key Behaviours and Competencies

Our Admin Assistant will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
Organisational	<ul style="list-style-type: none"> – Ability to manage multiple tasks and priorities, ensuring deadlines are met and operations run smoothly. – Manage and prioritise multiple projects or duties simultaneously, keeping track of resources, documentation, and timelines. – Ensuring all administrative duties are completed in a timely manner. – Taking proactive actions to anticipate needs, address potential issues, and processes.
Communication	<ul style="list-style-type: none"> – Provide clear communication and updates as required this could be through email updates, meeting summaries, and meetings. – Provide clear instructions, feedback, and system updates with team members and other sections when required.
Attention to Detail	<ul style="list-style-type: none"> – Ensure all data details are recorded accurately, minimising errors that could impact the scheduling or execution of work and be utilised for future reference, and audit purposes. – Ability to accurately perform tasks, notice discrepancies, and ensure all aspects of systems or processes are handled properly.
Trust and Confidentiality	<ul style="list-style-type: none"> – You must ensure that any sensitive information is handled confidentially and responsibly. – Build and maintain trust with all stakeholders by consistently handling confidential matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> – Able to demonstrate honesty and transparency in all professional dealings. – Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

Person Specification

You will be experienced in administrative 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.

Requirements

Qualifications/Licence/Certification/Experience level...

- Proven Administrative experience.
- Proficient in Microsoft Office Software
- A relevant qualification/certification in Administration or equivalent is advantageous
- Experience in handling compliments is advantageous

Interdependencies

- Management
- City Building Trades
- Support Service Areas
- All personnel within City Building, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 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.