

Dobson-Grey Job Description

Business Administrator Level 3 Apprenticeship

Purpose of the Role:

The Level 3 programme is designed for those involved in developing, implementing, maintaining and improving administrative services within our consultancy practice. It is suitable for both those new to the role and those looking to take the next step in their career. The programme focuses on developing the Learner's knowledge, skills and behaviours to contribute to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The programme covers areas such as demonstrating strong communication skills, managing priorities and own time, problem solving skills, decision-making, and the potential for people management responsibilities through mentoring or coaching others.

You will be supported by and will work closely with the Project Coordinator and Office Manager. Dobson-Grey provides great career development and training within the Real Estate and Health and Safety Sector.

Location: Stratford upon Avon

Full Time Hours: 9am - 5 pm (Monday to Thursday) and Fridays 9am - 4pm

Responsibilities:

- General secretarial/administrative duties including processing incoming and outgoing post. Preparing the coffee and tea for guests, booking buffet and meeting rooms for in house training days, maintaining registers and schedules for Consultants and Tenders.
- Typing, proofreading and formatting reports.
- Photocopying and scanning files and documents when requested.
- Support reception within the office during peak times/absences related to holidays/sickness/lunch break. Answering and transferring calls promptly and taking detailed messages if required.
- Maintain good relationships with clients and contractors.
- Office Management tasks, including checking and ordering stationery, other office utilities and supplies.
- Review and update of company's Training Matrix, logging consultants' Continuous Professional Development.
- Assist the consultants in lesson learnt review following the project's close, and with obtaining testimonials following the project's close.
- Background Research sourcing for house price data, planning, construction and demographic data management.
- Assisting with the preparation of documents (hard copy and electronic Version for DCS).
- Assist Consultants in the compilation and issue of CDM documents, enquiries, chasing and logging and filing F10 forms and associated H&S documentation with HSE.
- Prepare delegate packs for training courses.
- Issue training certificates and maintain records of training.
- Digital file setup for incoming projects and assist with due diligence.
- Booking accommodation for the consultants.
- Using digital mapping tools to assist with valuations and planning matters.
- Closing files by checking that files adhere to the quality assurance checklist. Completing closure forms and completing the archiving database.
- Assisting with property / land enquiries. Issuing particulars and coordinating viewings with interested parties.
- Assisting with marketing of property and land, creating mail shots and other marketing material.
- Assisting with Planning submissions.
- Engage in any other reasonable activity as requested by colleagues.

For further information, please contact Justine Holt or Joanna Skwarek at jholt@dobson-grey.co.uk or jskwarek@dobson-grey.co.uk