

PARKERHOME

PROPERTY REFURBISHMENT AND RENOVATION

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Job Description

Job Title: Apprentice Business Administrator Level 3 Supporting Qualification: Business Administration Level 3 Duration of Apprenticeship: 2 years (subject to role requirements) https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0	Role required: November 2022
Salary: £7,410.00 Per Annum £5.00 Hourly Contracted hours: 28.5 per week (including 6 hours mandatory off the job training) Leave Entitlement: 22 days per annum including bank holidays	
PARKER HOME IMPROVEMENTS	
Parker Home Improvements is a construction company and has been in trading for 12 years. We cover all of Suffolk, Norfolk and parts of Essex. Our clients are existing customers who we have the pleasure of obtaining repeat work from. We attract a large number of enquiries from our website. We run projects of all sizes – refurbishment, extensions, conversions, etc... Communication and project planning is an area that we pride ourselves on. Our vision is to grow the company through reliable staff and excellent communication.	

PURPOSE OF JOB

To work under the direction of senior staff to provide general clerical and administrative support as part of an Admin Team.

DUTIES

To work across the admin team supporting as required.

- Company diary management on outlook. (Surveys / staff leave)
- Responding to company emails on behalf of director.
- Typing up estimates and sending these to customers via email.
- Following up on outstanding quotes from suppliers and trades in order to complete estimates.
- Issuing requisition numbers to staff when they are required to purchase materials from different suppliers.
- Updating job board with rewarded projects, details, status or works and important information.

To undertake reception duties.

- Answering telephone, taking messages, redirecting calls.
- Photocopying, filing, emailing, archiving.

To undertake routine administrative tasks.

- Processing invoicing on Xero and allocating costs to a job.
- Assist with month end creditors reconciliation.
- Updating client database on excel.
- Generate job specifications in readiness for new projects.
- Generate contracts for subbies once works have been awarded.
- Open and sort mail.
- Keep track of enquiries that have been sent to the architect and generate invoicing on Xero for these leads.
- Keep track of works received via Checkatrade and ensure these are not overlooked by bigger projects. (No job is too big or too small – every customer has the potential to give repeat work)
- Stock control and management. Stock removed from the premises needs to be charged and allocated to a project.

Project administration

- Planning jobs around the availability of the relative trades.
- Booking the trades into the job and advising of start dates.
- Informing customers of project schedule and keeping all relative parties updated with any changes or delays to relative works.
- Ensuring extra works are approved prior to carrying these out and costs are allocated accordingly on Xero.
- Contacting suppliers to arrange delivery of hired items to site.

This position is ideal for an individual that has good attention to detail. Excellent communication skills written and verbally is a must. The candidate should be able to work alone as well as within a team, take initiative, pride and responsibility for their role. There may be occasions where you will be required to unlock / lock up the office (due to staff absenteeism or leave) – you would therefore need to feel comfortable with 'lone working'.

GENERAL RESPONSIBILITIES

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with **company policies and procedures relating to behaviour, health, safety and security, confidentiality, data protection and leave of absence** reporting all concerns to the appropriate person.

Be responsible for own health and safety, as well as that of colleagues, and the public. Employees should co-operate with the leadership team, follow established systems of work, and report defects and hazards to management

The above duties and responsibilities are not exclusive, and the incumbent may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder as requested by the Director / Line manager.

Company benefits:
Pension scheme
Free Tea and coffee
Free parking on site

Casual dress code

1 x Days leave on your birthday (can be swapped to a day of your preference)

Small company where individuals are recognised.

Opportunity to learn and grow.

To apply for this role, please register your interest by emailing your CV and accompanying letter to: apprenticeships@suffolk.gov.uk