**Job Description**

**GENERAL SERVICE ADMINISTRATOR**

**BASIC RESPONSIBILITY**

Providing backup administrative cover for the Service division and as and when required and cover the front of house general office duties.

**Relationships**

Reports to: Auckland Service Manager

Functional contact: Managers of divisions, Support office staff, technical staff, clients and suppliers.

Hours: 8:30am to 5:00pm – Monday – Thursday

 8:00am to 4:30pm - Friday

**DETAILED RESPONSIBILITIES**

**Main Duties**

* Covering overflow of administrative work from the Service division
	+ - * Maintaining Vault System
			* Maintaining Uniforms
			* Maintaining Stationery/Forms/Workbooks
			* Maintaining ID Cards
			* Maintaining Reports
			* Assist with loading information into SmartTrade
			* Maintain ArmadaGPS
			* Maintain Vehicle Register
			* Maintain FireForms notifications
			* Maintain Fortnightly Reports
* Answering all incoming telephone calls and ensuring that enquiries are answered promptly in a professional and courteous manner
* Open, date stamp and distribute all mail to the appropriate person on a daily basis
* Word processing as and when required
* To maintain and manage office supplies for the Auckland area; including but not limited to stationery, rest room, stock photocopier supplies and kitchen supplies
* Keeping the lunchroom/kitchen areas are tidy
* Keeping the photocopier stocked and maintained
* Ordering catering including for the BBQ’s as required
* Other duties as required from time to time

**Data Base**

* Maintain and manage all entries (liaise with other divisions)
* Associated reports and correspondence relating to the ongoing service of our clients and client data base

**Key Outcomes**

* Accurate and timely accounting, data base and management records and reports
* Smooth communications at all levels
* Efficient distribution of all correspondence
* Accurate word processing
* Smooth and seamless reception activities
* All office/kitchen supplies are maintained at sustainable levels. Keep tidy the reception area, meeting rooms, kitchens and common areas – straightening the chairs, restocking the room with pens, paper, tissues, whiteboard pens, cleaning whiteboards down after use if required, wipe table down if required

**MEASURE OF PERFORMANCE:**

1. Accuracy and timeliness of all typing / data entry and correspondence
2. Efficiency of basic functions – mail, telephones
3. Maintenance of filing systems and supervision of stationery and printing supplies
4. Attention to requirements involving other divisions

In addition, the following less tangible factors will be taken into account

1. Understanding and commitment to “The Argus Way”
2. Loyalty to the Group
3. The standard of the Group’s performance records
4. Personal development and currency of knowledge
5. Degree of co-operation with Line and Functional Management of Auckland office and branches.