

Job Description

Job Information	
Job Title	Branch Administrator
Business	Buildbase
Working Hours	Monday – Friday between 7.30am – 5pm and alternate Saturdays 8am – 12pm.
Reports to	Branch Manager

Job Summary

The provision of an effective and efficient administrative function to the branch.

- Typical Tasks & Activities**
- Use the Microsoft packages to word-process various documents including spreadsheets.
 - Create financial and statistical tools and reports using spreadsheets.
 - Manage, organise, and update relevant data using database applications.
 - Communicate and provide information by relevant methods internally and externally to assist the branch manager and sales team.
 - Interpret instructions and issues arising, and then implement actions according to relevant policies and procedures.
 - Arrange and participate in meetings, conferences etc as appropriate.
 - Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
 - Order and maintain relevant office supplies for effectiveness of personal duties
 - File data and perform other routine clerical tasks as assigned and for other departments as needed.
 - Adhere to stated policies and procedures relating to health and safety, and quality management.
 - Carry out any other duties as deemed necessary to support the branch.

Skills & Experience

Essential:

- Organised and pay meticulous attention to detail
- Positive and can-do attitude
- Customer service skills
- Excellent communication skills
- Computer literate

Desirable:

- Previous experience of Merchandising industry

Our Winning Ways

Don't Walk Past a Problem

- Make it a safe place to be
- Ask for help if you need it
- Take action to get things sorted

Build Trust

- Listen with an open mind
- Respect everyone
- Keep your word