

**TPS Transport Consultants Ltd**

**Office Manager / Administrative Assistant  
Job Description  
November 2016**



## **JOB PURPOSE AND ROLE**

### **Overview of TPS**

Due to the continued expansion of TPS Transport Consultants Ltd (TPS) we have identified a need to appoint an office manager / administrative assistant to support the team with a wide range of day to day office support functions.

TPS deliver a range of transport planning consultancy services to both public and private sector clients. The services provided include a mix of office based document preparation, technical assessment work, graphic design, and out of office work including site inspections, meetings and events.

Our team currently includes ten members of technical staff, working out of an office in Horbury, Wakefield.

### **Overview of Role**

The role of Office Manager / Administrative Assistant has been created to address the lack of staff resources within the team at present to complete administrative tasks and to ensure that best use of the technical team's time is achieved by removing the time-consuming elements of the day to day operation of the office environment.

The role requires an experienced and efficient Office manager / Administrative Assistant who can provide support to the technical team as well as delivering several important functions independently.

The role will be based within the TPS in Horbury and the hours of work will be set at 08:30 – 17:00 Monday to Friday (with a 1 hour lunch break allowance), however part-time applications will also be considered. We are an informal and friendly team and would consider alternative working hours due to individual personal circumstances.

## JOB DESCRIPTION AND PERSON SPECIFICATION

### **Job Description and Accountabilities**

The role of Office Manager / Administrative Assistant will cover a wide range of day to day office support and management including (but not necessarily limited to) the following key areas of work of a minimum: -

(1) General office management:

- Ordering supplies;
- Keeping the office tidy and organised;
- Sorting post;
- Looking after visitors;
- Acting as receptionist and fielding incoming calls – forwarding them on as appropriate.

(2) Office/Project Admin:

- Writing up and formatting letters/reports;
- Processing new commissions onto the online accountancy and time keeping software (training will be provided); and
- Coordinating the distribution of both TPS marketing collateral and for specific client campaigns.

(3) Accounts/Management Support:

- Assisting with the creation and distribution of invoices on behalf of TPS;
- Credit Control (chasing payments); and
- Basic accounts support including recording incoming invoices, chasing members of staff to complete time sheets and classifying expenses against projects.

(4) PA services:

- Generally helping out other members of the team on specific projects and tasks;
- Offering secretarial support to both internal and external meetings (where required); and
- Where required managing the diaries of senior members of the team;

- Booking travel and accommodation for team members.

### **Personal Specification – Essential Criteria**

To fulfil the key elements of the job description applicants will need to meet the following essential criteria: -

#### Experience and Skills

- o Minimum of 3 years' experience in an administrative office role;
- o Highly competent in the use of all Microsoft Office Applications;
- o Minimum of 5 GCSE's (or equivalent) at C level or above including Maths and English;
- o Excellent standard of grammar and punctuation; and
- o Experience of implementing office systems to support the day to day delivery of company functions.

#### Attitudinal –

- o Flexible approach to work;
- o Confident communicating with a wide range of stakeholders (from suppliers to clients with overdue invoices);
- o Willing to develop new skills and take on additional responsibilities; and
- o Keen attention to detail and desire to deliver work at the highest standard.

### **Personal Specification – Desirable Criteria –**

In addition to these basic requirements we would be keen to hear from people with the following skills and experience: -

- o Experience of managing social media output;
- o Book keeping and financial management;
- o Web content management (including the use of WordPress to update websites).