



Dobson-Grey Job Description

Admin Coordinator: Full time / flexible hours

Location: Stratford-upon Avon

Salary: Commensurate with experience - upon application

The purpose of the post is to provide effective administration support to the Dobson-Grey consultants and trainers at all levels including management. Including the following:

- Processing incoming Tender Documents including Specifications, Drawings, Method Statements, Health & Safety Plans and other related documents.
- Entering all documents within the Document Control System (DCS)
- Assist Consultants in the compilation and issue of Documents, enquiries, chasing and logging and filing F10 forms and associated H&S documentation with HSE.
- Creating all appropriate issue documents (hard copy and electronic Version for DCS)
- Monitor dedicated account for Health and Safety Training.
- Setup and monitor dedicated account for Tender information and associated document control including distributing and filing of associated information.
- Maintaining Registers and Schedules for Consultants and Tenders
- Searching for and retrieving care home information from paper-based sources, the internet and online databases.
- Using a variety of qualitative and quantitative research methods.
- Analysing and recording care home data for comparables
- Be responsible for Document and Drawing Control.
- Ensure good relationships with contractors especially those producing drawings and ensuring that there is no shortfall in document delivery.
- Manage and compile documents in readiness for tender/client files. Upload submission documents to the relevant website portal.
- General secretarial/administrative duties including processing incoming and outgoing post, booking buffet and meeting rooms for in house training days.
- Prepare company literature packs for meetings.
- Prepare delegate packs for training courses.
- Issue training certificates and maintain records of training.
- Coordinating diaries for on and off site training days and travel for consultants UK wide.
- Support in the creation and enhancement of in house CRM system.
- Assist with the effective running of the Quality, Health, Safety and Environment Corporate management (QHSE) including support of consultants with accident and incident investigations, new employee QHSE inductions,
- Support reception within office during peak times/absences related to holidays/sickness/lunch break. Answering and transferring calls promptly and taking detailed messages if required.
- An awareness of the CDM Regulations.
- Ordering, use and maintenance of appropriate Personal Protective Equipment (PPE)

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- Assist and help to deliver improved procedures and business performance
- Updating and monitoring professional accreditations and supporting the future aspirations to become ISO qualified.
- Engage in any other reasonable activity as requested by the Management.

Key Skills

- **Initiative.** You will be setting up a new tender and supporting a new CRM system for the organisation and co-ordinate and be responsible for applying for and winning tenders for new opportunities for the Health and Safety and Property Team.
- **Good attention for detail** to check for anomalies in revision sequencing number and/or description.
- **Programme Experience** Ensure the efficient and timely flow of information from Consultants through to Clients and ensure clear programming for Bid Teams.
- **Business Development** Have an awareness of sales support for new and prospective clients.
- **Can do!** You will be able to work collaboratively and efficiently with colleagues within your team. Demonstrate a “can do” attitude and flexible approach to work.
- **Good IT skills** ideally G Suite packages (e.g gmail, slides, sheets, hangouts and docs) and/or Microsoft Package. Good typing speed.
- **Want to learn** - engage in opportunities presented to improve personal professional development
- **Want to make a difference** Suggest and contribute to improved work practices and make a difference to our aspiration to grow the firm from strength to strength.

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