

NAPIT

ADMIN ASSISTANT (TECHNICAL)

Department:	Technical Department
Title:	Admin Assistant (Technical)
Responsible to:	Technical Administration Manager
Location:	NAPIT Head Office, Mansfield
Salary & Benefits:	£22,583 per annum

WORKING AT NAPIT:

Formed as a Trade Association in 1992, NAPIT has grown significantly since then, but the Trade Association values of Superior Customer Service, Integrity, Teamwork, Compliance, Innovation, and commitment to employees, remain at the heart of the NAPIT Group.

NAPIT maintain a friendly, common-sense approach to competence with a continued focus on raising standards and safety within the building services sector. It's our culture that has enabled us to grow significantly since the organisation was founded. Based in Pleasley Vale's historic stone mills it is a truly unique environment to work in. Historic meets modern with NAPIT's training facilities also based in the mills, with their Centre of Excellence for Low Carbon Technologies, focusing on training tradespeople on technology of the future.

Join the NAPIT team on this exciting, continued period of growth, and help build further success for the future.

THE ROLE:

This is a permanent position following a successful 3-month probationary period. This role focuses on providing administrative support to NAPIT's Technical Department, reporting to the Technical Administration Manager. This is a varied role which would suit someone who has great attention to detail and can work at pace.

KEY RESPONSIBILITIES:

As part of our busy Technical Department, the role of Admin Assistant involves, but is not limited to:

- Providing support for the Technical Administration Manager
- Processing and checking of a variety of documents, reports and trackers
- Updating internal systems to ensure data is correctly logged
- Managing incoming enquires via calls and emails
- Booking meeting rooms and arranging meeting schedules

NAPIT

- Organising filing systems
- Processing invoices, tracking receipts, checking expenses and other basic bookkeeping tasks
- Arranging travel plans and hotel accommodation
- Responding to questions and requests for information

PERSON SPECIFICATION

ESSENTIAL

- Administration work experience preferred but not essential
- Attention to detail and high level of data accuracy
- Strong written & verbal English
- Good communication skills and telephone experience
- The ability to use standard computer systems including Microsoft Office suite. Training will be provided for our internal systems
- Able to work to deadlines
- Highly organised and hard working
- A can-do attitude
- The ability to work as part of a larger team but being self-sufficient and self-motivated
- Ideally, but not essential, we would like to see candidates who hold qualifications of GCSE C grade or above
- Able to provide a minimum of two work references
- Preferably with a full UK driving license and access to transport due to location of our offices

BENEFITS & PACKAGE

- Contributory pension
- Eligibility to join a health insurance scheme following successful 3-month probation
- On-site parking
- Various discounts from services provided by NAPIT and external partnerships
- 25 days p/a + statutory holidays

Covering letter and CV to richard.hughes-lewis@napit.org.uk