



Job Description



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| Job Title: | Administration Supervisor |
| Department / Section: | Administration Department |
| Main purpose of job: | You will play an active role in the day-to-day running and supervision of the Administration Team and all activities within the department, to ensure tasks are carried out accurately and timeously in order to fully support the core business functions of Ringlink Scotland Ltd and Ringlink Services Ltd. |
| Key Tasks: | <ul style="list-style-type: none">• Day-to-day supervision of the Administration Team.• Continual maintenance of our customer database including addition of new members, amending existing members details and processing member leaving instructions.• Evaluate staff performance and provide regular feedback.• Administration and data entry in relation to weekly time sheets, work sheets and associated paperwork for land rentals.• Support Accounts Department by assisting with processing Payroll data, providing holiday cover when required.• Stock control.• Processing credit notes.• Manage and support the administration for all training courses including Lantra and City & Guilds – in order to support the team during holidays and critical business periods.• Co-ordinate the distribution of group “mail-outs” to all members.• General administration duties including answering telephone, responding to emails and assisting colleagues from other departments with any queries or requests. |
| Key Results / Objectives: | Working in close partnership with all functions of the organisation to ensure the constant delivery of an effective and accurate group administration function and identify any areas that may require review and/or improvement. |
| Responsible for: | 4 Administration Assistants (2 Full-time, 2 Part-time) |
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