



Administrative Assistant – Job Description

Routine

- Answering telephone calls; recording messages and transferring to appropriate staff members
- Mail – Open and date post and distribute to relevant departments, deal with all outgoing mail franked and international postage
- Delivery's – Checking and signing for deliveries, notifying staff of their arrival
- Record all suppliers' invoices on Landmark and distribute for approval
- Test fire alarms weekly and record maintenance regularly
- Maintain the Mobile phone register along with the Estates telephone list
- Photocopying, scanning as well as providing details of accounts when required
- Supervision of the Estates' reproducing facilities (copiers, printers etc) and equipment (telephones, shredder, laminator, franking machine etc)
- Receiving payments from tenants and providing receipts
- Collate all banking and deliver to the bank (This could require a trip into Forfar)
- Print and collate quarterly reports
- Word processing where appropriate
- Maintain electronic and paper filing system, keep records updated/archive where required

Vehicles

- Inform the insurance company of any changes to vehicle policy (drivers and vehicles) apply for vehicle tax, check MOT's are up to date
- Keep record of all vehicle registration numbers on the Estate, maintain the vehicle/insurance spreadsheet
- Process any administration following accident, liaise with the insurance brokers, keep a record of the insurance claims

Property

- Keeping the key safe up to date and ensuring that all keys are properly labelled and recorded on the key listings
- Directing visitors and contractors to properties on the estate to include loan of keys and liaising with tenants/occupiers
- Keep a record of all contractors currently working on the Estate



- Record and process maintenance requests
- Keep the Maintenance Manager informed of repairs and reports from tenants
- Producing accurate Maintenance Meeting report

Purchase

- Ensure stocks of stationery are adequate, reorder as necessary
- Online purchasing on behalf of other departments
- Purchase equipment for various departments and maintain records of payment
- Liaising with accounts to maintain online purchasing records (Monthly)

Other duties

- Ensuring stocks of tea, coffee are adequate
- Keeping the Estate Office clean and tidy at all times
- Cover for the Estate Secretary (holidays/time off)
- The estate office consists of a small number of staff and you may be called upon to carry out other duties as required e.g. Assisting Accounts Manager in any other tasks that may be required