

## Role profile: Office Administrator

### Information about the company

Barker and Bland comprise two separate business identities. The main part of the company is an environmental contracting business with particular expertise in peatland restoration contract work. The second business, which operates under the brand Dalefoot Composts, is a specialist award-winning peat free compost manufacturing business which is sold retail and direct throughout the UK.

The majority of time in this role will be spent supporting the environmental contracting business, but there are some responsibilities for the compost manufacturing side too.

### Purpose of the role

The purpose of this role is to ensure that everyone involved in the company (owners, staff, clients and customers) has the information and resources required to fulfil their responsibilities.

#### Environmental contracting project activities

- Provide data of the status of tenders to enable informed decisions about tender success rates
- Maintain pricing database and provide pricing strategy data when required
- Prepare documentation and resources so that contracts progress from tender status to live
- Prepare and supply site files, materials and equipment required for projects
- Maintain the register of live resources (people and equipment) allocated to projects
- Commission the necessary maps required and manage the service of the external mapping suppliers
- Seek and maintain data and information of actual activities on site and cross reference these against contract allocation
- Manipulate GPS and GIS data as required
- Act as first point of contact for clients and staff

#### Compost manufacture activities

- Coordinate the sourcing and supply of raw materials

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## General responsibilities

- Check staff timesheets
- Act as personal assistant to owners, helping them to monitor deadlines, appointments and queries awaiting their attention
- Make sure calendars and diaries are up to date
- Maintain a comprehensive filing system (paper and online)
- Make sure records for machinery maintenance are up to date
- Make sure training records, licences, PPE schedules and insurances are up to date
- Manage stock control of stationary and office equipment

## Requirements for effective performance

### Technical

- Creating systems/processes to make sure information is where it needs to be and deadlines are monitored
- Using IT products including MS Office and database packages
- Creating reports, materials and documentation for internal and external use
- Being familiar with a manufacturing or contracting working environment

### Interpersonal

- Using a clear and professional writing style for producing reports and written information
- Being comfortable and confident to interact in person and by telephone with a wide range of people within and outside the company

### Personal

- At least A level educated or equivalent
- Being attentive that details are correct and everything is in its place
- Wanting to help out and ensure everybody has what they need to be effective
- Calm whilst being pulled in many directions with conflicting priorities
- Using own initiative, making own decisions, prioritising own work
- Resilient under pressure
- Caring about the reputation of the business

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## Working arrangements

- 37.5 hours Monday to Friday, between 9am – 5pm, with some potential for flexibility
- Based on the farm in Heltondale
- Salary up to £25,000 depending on experience
- 28 days annual leave including all public holidays
- Pension
- 6 months' probation

## To apply

To apply for the role, please send your CV and covering letter to [Kate@peopledecisions.co.uk](mailto:Kate@peopledecisions.co.uk). In the covering letter, please explain your motivation for applying for the role. Applications without a covering letter will not be accepted.

If you want to talk to somebody further about the role, please contact Julia Cater, [Julia@peopledecisions.co.uk](mailto:Julia@peopledecisions.co.uk), 01768 753001.

Deadline for applications: Monday 23 July 2018