

OFFICE ADMINISTRATION ASSISTANT



Job Reference Number: RPA.LC2021

Job Title: Administration Assistant

Contract Type: Full Time Permanent Placement (subject to Probation Period).

Summary:

RPA Group are an independently owned Chartered Surveying practice who provide a comprehensive range of Quantity Surveying and Project Management services. From our three offices in Cardiff, Bristol and London our geographic reach covers the whole of Wales and the southern half of England, for a wide range of both private and public sector Clients.

We've taken on new, innovative ways of working to deliver our services and we've created a new strategy to target key areas of growth for the business.

We're not a giant corporation with faceless, nameless individuals, neither are we a small firm offering little scope for advancement. Our company is of a size to offer stability along with agility and dynamism, career progression, openness, self-empowerment and versatility. You'll be valued as an individual, supported and mentored by the best in the field whatever your experience level.

Job Overview:

This is a full-time role within our head office based at Cathedral Road, Cardiff.

As the Administration Assistant you will provide support to the Office Manager and general office support to the rest of the Directors and other team members.

The job will suit someone who is looking for an opportunity to learn office skills and further enhance their career, RPA offer great training opportunities for those that wish to progress in their chosen field.

Key Responsibilities:

- Greet visitors and point them in the right direction and create a welcoming environment
- Screen all phone calls and redirect calls and take messages
- Manage communication via email
- Schedule any appointments, meetings, and reservations
- Assist the Office Manager with the organisation of events, including any travel arrangements
- Manage and maintain office consumables
- General office duties including, photocopying, scanning and binding
- Assist the Office Manager with the review and updates of office documentation including Staff CV's, contact databases etc.

OFFICE ADMINISTRATION ASSISTANT



Key Requirements:

- Working knowledge of general office equipment
- Good timekeeping
- Good level of education including C or above in Maths and English or equivalent;
- Superior knowledge of IT packages including Microsoft 365

Further Requirements:

- Be proactive and hands on;
- Excellent communication skills, confident and professional on the telephone and in email correspondence;
- Good organisational skills. The ability to manage time effectively, prioritising tasks to ensure deadlines are met;
- Able to build and maintain relationships at all levels;
- Able to write articulately and produce numerical information;
- Be highly organised and able to work to a deadline specific workload.

Please email the Office Manager Leanne Coombes with a covering letter and CV to

leanne.coombes@rpagroup.co.uk