# POSITION: Administrative & Accounts Assistant (P/T)

## April 2024

**JOB OVERVIEW**

**GBS Roofing is a rapidly growing and widely respected company with over 40 years’ collective experience in delivering the highest quality roofing solutions to a growing range of customers – from large public-sector construction projects to smaller bespoke pieces of work for homeowners and businesses.**

**The Administrative & Accounts Assistant will be integral to our continued success. You will ensure effective customer service by providing frontline administrative support to the GBS Roofing team. You must, be able to work on your own initiative, have excellent written and verbal communication skills** **and demonstrate an organised, methodical approach to work, along with problem-solving skills.**

**The range of general administrative duties will include:**

* Ensuring effective customer service through the provision of advice and information to internal/external customers;
* Administering team processes e.g.: maintaining records/filing systems, dealing with phone and e-mail enquiries, arranging internal/external meetings, maintaining office supplies and organising business travel, car hire and accommodation;
* Typing up reports, estimates, method statements, letters, as required by the team;
* Providing general administrative support to include diary management, taking and preparing minutes, circulation of papers, filing, etc;
* Assisting in the planning and co-ordination of training activities, events and processes
* Preparing and maintaining databases;
* Maintaining vehicle records;
* Health and safety e.g.: maintaining Accident book, distribution of safety memos
* Other general administrative duties as needs dictate.

**The range of general finance administrative duties will include:**

* Preparation of reports for the managing director;
* Reconciliation of supplier statements, processing supplier payments;
* Processing expenses claims, payments and wages;
* Processing and coding purchase orders into Sage Accounts;
* Processing monthly returns and HMRC PAYE payments;
* Maintaining petty cash records;
* Other general financial administrative duties as needs dictate