



ADMINISTRATOR

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Administrator
Department	Business Support
Responsible to	Office Manager

POSITION SUMMARY

To provide general administration support including managing the staff benefits applications.

KEY WORKING RELATIONSHIPS

Regional Teams, Directors, Heads of Departments and external organisations part of the Bloor Holdings Group.

MAIN DUTIES

1. Administer and process applications for the Benefits Scheme, checking staff eligibility and processing orders through to completion.
2. Maintenance of existing spread sheets, databases, and records.
3. Providing administration support where required, including diary management, printing of documents/emails and filing.
4. Providing support to the Office Manager and Directors where required ensuring a continuous and professional service.
5. Working on own initiative and liaising with colleagues to resolve queries that arise.
6. Liaising with internal and external contacts.
7. Providing reception and switchboard cover as part of the administration team.
8. Attending meetings that may be necessary in the performance of your duties.
9. Complying with and upholding company policies and procedures.
10. Undertaking any additional tasks that may be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.