



JOB OVERVIEW

ADMINISTRATION ASSISTANT - DOCUMENTATION AND CONTRACTS (POSSIBLY PART-TIME)

This position involves the management and co-ordination of contractual documentation internally and externally to ensure contracts are completed on time and no money is retained by our customers.

For further information about the position, please refer to the documents attached.

The Job Profile outlines the key result areas for this position and details the skills, knowledge and experience required to be fully competent in this role. However, we do not expect candidates to demonstrate all of these attributes on application so please refer to the Person Specification, which identifies the essential and desirable requirements for this post.

If you would like to apply for this position, please download and complete the an application form and equal opportunities monitoring form (which will be detached from your main application form and be used for monitoring purposes only). Both forms are available from www.amarinth.com/downloads/job-vacancies and completed forms should be return to:

Mrs Sandra Berry,
Amarinth Ltd.
Bentwaters Parks,
Rendlesham,
Woodbridge,
Suffolk, IP12 2TW.

The closing date for this vacancy is 17th February 2010.



JOB PROFILE

Title	Administration Assistant (Documentation and Contracts)
Responsible To	Operations/Contracts Manager
Job Purpose	To manage and co-ordinate contractual documentation internally and externally to ensure contracts are completed on time and no money is retained by our customers.

Key Result Areas

- To manage contract documentation to a specified timeline to meet customer expectations and requirements
- To expedite customers, suppliers and internal departments for outstanding documentation to ensure the overall contract is managed efficiently.
- To schedule and manage the department's workload in advance of the document requirement to ensure the documents are submitted on time to the customer.
- Compilation and alteration of engineering documents to relieve the burden on the technical department of submitting basic technical documentation.
- To keep up to date with document transmittals and records.
- To prepare and manage changes of straightforward pump contracts to ensure a timely release of order into the business.
- Compilation of standard documents database.
- To be responsible for own health and safety and personal development, keeping up to date with relevant issues in relation to job role.

Scope and Range of the Job

- Directly Supervising n/a
- Budget Responsibilities n/a
- Other Responsibilities n/a

Qualifications and Experience

- 5 GCSE's or equivalent (including English and Maths at Grade C or above)
- Administration experience

Skills

- Organisation
- IT – Word and Excel
- Time Management
- Communication
- Team working

Knowledge

- Processing contracts
- Workflow processes
- ISO9001



PERSON SPECIFICATION

Job title	Administration Assistant (Documentation and Contracts)
Salary	TBC
Responsible to	Contracts Manager
Hours of work	To be agreed. We are considering a part time role in addition to considering a full time role (37.5 hours per week – 9:00am – 5:00pm)

Requirement categories	Essential requirements	Desirable requirement
Qualifications	Competent in English and Maths.	GCSE's or equivalent.
Experience	Administrative.	
Skills	Logical/Organised approach; Verbal and written communication; Negotiation skills. IT – Word and Excel.	
Knowledge		Basic understanding of engineering terminology.
Behaviours	Courteous; Flexible; Assertive; Able to direct the activities of others; Display 'ownership' of the contracts.	
Circumstances		
Miscellaneous		

SCHEDULE OF REVISIONS

Date	Content change	Comment	Authorised by
1/02/2010			Oliver Brigginshaw