

PA/OFFICE ADMINISTRATOR

JOB DESCRIPTION

The following job description outlines the essential requirements for the role of PA/Office Administrator with Harvey Shopfitters.

RESPONSIBILITIES

1. To carry out any administrative function that the company may require.
2. To have and maintain keyboard skills and knowledge in use of Microsoft computer software and any other applications associated with company clients as required.
3. Assist and support Project and Contracts Managers, interface with the client and be pro-active in problem solving where possible
4. Answering of company phone in an appropriate manner, and acting to promote a positive image of the company in all communication with clients.
5. Placing of orders and interfacing with sub-contractors in matters associated with their contracts with the company.
6. Keep records associated with the relevant projects, including formulation of Site Health & Safety Plans and Post Contract Health & Safety File
7. Be familiar with your responsibility for Health & Safety as dictated in the Company Health & Safety Policy.

HARVEY SHOPFITTERS LTD
March 2010



APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:	Employment
	Part Time/Full Time*

Please complete clearly in BLOCK CAPITALS using black/dark blue ink.

* Please circle where appropriate

Return completed application form to:
19 Common Road, Hanham, Bristol, BS15 3LL

1. PERSONAL DETAILS

These will be separated from your application before assessment takes place.

Surname:	Title: Mr/Mrs/Miss/Ms*
Forenames:	
Home Address (inc Postcode):	
Daytime telephone number:	
Evening telephone number:	
Mobile telephone number:	
E-mail:	
How would you like us to contact you if you are invited to first interview?	
Preferred contact method:	

2. SKILLS AND EXPERIENCE

Please provide specific examples of how your skills and experience meet each area of the person specification. See the full person specification for examples of the kind of evidence we are looking for in each area. Your evidence should not exceed one page of A4. If you prefer to use separate sheets to the table below, please use the same headings.

Criteria	Yes / No
Accurate typing, ability to use Word, Excel and PowerPoint	
Accuracy and attention to detail	
Ability to work unsupervised with the use of initiative	
Excellent organisational skills	
Ability to maintain confidentiality	

Organisation:	
Address:	
Position Held:	
Date Appointed:	Date Left:
Please give a brief description of the main responsibilities, duties and achievements.	

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Position Held:	
Date Appointed:	Date Left:
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4. QUALIFICATIONS

Please list any **relevant** academic, professional and technical qualifications, most recent first:

Qualification	Subject	Date Awarded

5. CRIMINAL CONVICTIONS

You are required by law to notify your employer if you are involved in any incident which leads to your arrest or charge for any criminal offence, or if you are involved in any incident where you might be called as a witness to criminal proceedings. Failure to disclose such details will be treated as gross misconduct.

Have you ever been convicted of a criminal offence (other than a spent conviction under the Rehabilitation of Offenders Act 1974)?	Yes/No
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If Yes, please provide details:

6. REFERENCES

Please give us details of two people we can contact to check the factual information in your application. We will not contact them unless we intend to offer you a position. One referee should be your most recent/last employer.

Name:	Name
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone Number:	Telephone Number:

Other Information	
Are you currently eligible for employment in the UK? You will be required to provide evidence prior to employment (UK passport, visa etc)	Yes/No
Are you a member of a professional body? If so, please give details:	Yes/No

Data Protection
The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the company may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. There this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please also note that company may approach third parties to verify information that you have given. By signing this form you will be providing the company with your consent to all these uses.

Declaration	
I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made. I also understand that questions left unanswered may be discussed at interviews arising from this application.	
Applicant Signature:	Date:

Equal Opportunities Monitoring Form

Harveys Shopfitters Ltd is committed to increasing equality and diversity within its workforce. As part of this we need information from applicants to check that our recruitment and selection procedures are reaching as many potential candidates as possible and are fair.

This form is optional and anonymous. It does not constitute any part of the recruitment and selection process. Please complete and place in the envelope marked confidential.

		I prefer not to provide this information
Age		
Gender		
Religion/Faith		
Ethnic Origin		
Sexual Orientation		
Do you consider yourself to have a Disability? If yes, please state the nature of the disability*		

*The Disability Discrimination Act defines disability as "A physical or mental impairment, which has a substantial and long term effect on the persons ability to carry out normal day-to-day activities"

Where did you see the advertisement for the position?

I prefer not to give any of this information.

Thank you for completing this form.