

# BRANCH ADMINISTRATOR

## JOB DESCRIPTION

JOB INFORMATION	
<b>Job Title</b>	Branch Administrator
<b>Business</b>	Buildbase
<b>Reporting To</b>	Branch Manager

JOB SUMMARY
To provide an effective and efficient administrative function to the branch.

## TASKS & ACTIVITIES

- You need to be competent in using Microsoft packages to track all relevant documents for the branch, including spreadsheets.
- Use Excel and other relevant programs to create financial and statistical tools and reports.
- Manage, organise, and update relevant data using database applications.
- Work collaboratively with the branch manager and sales team to communicate and provide information, data and statistics when required.
- You may be one of the first team members customers speak to over the phone, so you will need to be able to take calls, quotes and share this information with the relevant sales team. Alongside this, in some smaller branches, you may need to support the trade counter and help serve our customers.
- Interpret instructions and issues arising, and then implement actions according to relevant policies and procedures.
- Arrange and participate in meetings and conferences as appropriate.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Order and maintain relevant office supplies for effectiveness of personal duties.
- File data and perform other routine administrative tasks as required.
- Adhere to stated policies and procedures relating to health and safety, and quality management.
- Don't be afraid to get stuck in! You need to be flexible to perform any other duties as necessary or that may be required by the company.

## SKILLS & EXPERIENCE

### Essential:

- Organised and pay meticulous attention to detail
- Positive and can-do attitude
- Customer service skills
- Excellent communication skills
- Computer literate

### Desirable:

- Previous experience of Merchandising industry

# OUR VALUES



We have the know-how



We get stuck in



We stand together



We get it done



## **WE HAVE THE KNOW-HOW**

Our customers rely on us to understand their trade, so we work hard to make sure we know our stuff.

We train our teams to be the best they can be, to build on their skills and to share their knowledge.

## **WE GET STUCK IN**



This is a “roll your sleeves up” business.

We are all willing to muck in and get our hands dirty to make Buildbase brilliant.

Everyone in Buildbase has a can-do attitude and we take pride in everything we do.

## **WE STAND TOGETHER**



Buildbase is one family

We work together across teams, look out for each other and our number one priority is to make sure everyone goes home safe.

No matter what their background, we respect each other and value everyone’s contribution.

Our people are proud of the part they play in their local communities and we all do our bit to protect the environment and support charities large and small.



## **WE GET IT DONE**

Through the resilience and determination of our people we deliver on our promises and that's why our customers trust us to get the job done.

We will always go the extra mile to make sure we are brilliant at what we do, whether we are based in branch, in the office or on the road.