



Job Description

- Title:** Administrative Executive
- Reporting to:** Deputy Chief Executive (DCE) Operations
- Job Purpose:** As part of the Facilities team, to provide administrative support to the DCE Operations and contribute to the overall efficiency of the Department

Key Responsibilities

1. Responsible for the accurate maintenance of records and files for the Department (for example ISO certification documentation, fire safety, annual service contracts etc).
2. Assisting with administrative tasks such as contracts and insurance for maintenance jobs, ensuring they are in compliance with the Departments Procurement Policy.
3. Producing roster sheets for the RDS Event Staff in line with the Events calendar and in compliance with rest break legislation.
4. Compiling hours of work for weekly outdoor staff for the Finance Department to ensure accurate payment of wages.
5. Rostering of security staff for RDS site and liaising with third party contractor on any issues.
6. Recording potential insurance claims and maintaining associated paperwork.
7. Assisting in the activities of the Annual Horse Show and other events as directed by the DCE Operations.
8. Participate in any other RDS projects, events or activities as directed by the DCE Operations and/or Chief Executive.

Person Specification

Personal Attributes

- A team player with excellent interpersonal and communication skills.
- Conscientious, reliable and detail conscious person who enjoys working with others, yet is capable of working by his/herself.
- Confident and trustworthy individual who knows how and when to be discreet.

- Hands-on individual with initiative and common sense.
- Proven ability to organise and complete tasks in an efficient, methodical and organised manner.

Qualifications

- Qualification in Business/Office Administration.
- Whilst not essential, a qualification in Health & Safety would be beneficial.

Experience

- At least three years administration experience.
- Experience of recording keeping and file maintenance.
- Experience within the events industry would be advantageous.

Skills

- Strong organisational skills.
- Good numeracy skills.
- Proficient in Microsoft Office (eg Word, Excel).
- Good working knowledge of Dropbox.
- A working knowledge of AutoCAD would be advantageous.

Note: This role will involve some evening and weekend work.