

LINDSEY MARSH DRAINAGE BOARD

JOB DESCRIPTION

<i>Job Title:</i>	Administration Assistant (Engineering)
<i>Grade:</i>	Grade 1
<i>Qualifications/Skills Required:</i>	GCSE Level 5 or above in English Language (or equivalent) Qualifications and Skills detailed in the Person Specification.
<i>Responsible To:</i>	Project Co-ordinator
<i>Responsible For:</i>	Nil staff

Summary of Duties

Providing administrative support to the Engineering team.

Detailed Responsibilities

1. Typing letters and emails.
2. Formatting documents.
3. Scanning and filing documents.
4. Photocopying.
5. Setting up electronic folders.
6. General computer inputting.
7. Preparing Notice Entry letters.
8. Dealing with land registry and general enquiries.
9. Conducting utility searches.
10. Preparing plans using the Boards' Geographical Information System as and when required.
11. Meeting arrangements and minute/note taking.
12. Assisting with the preparation of Board meeting reports and presentations.
13. Producing purchase orders for the department.
14. Providing administrative assistance to Engineering Team.
15. Telephone duties as and when required.
16. Any other tasks that you are capable of and might reasonably be expected to carry out.