



JOB DESCRIPTION

Title: Estates & Facilities Administrator

Reports to: Estates Business Services Manager (TBC)

Main Purpose of the Job

Support the Estates & Facilities Management teams in the maintenance of the buildings and engineering systems to a high standard of operation, ensuring compliant and safe operations.

Main Responsibilities

- To administer financial and commercial aspects of the contracts.
- To assist in the production of supporting financial information.
- To maintain and update both manual and computer records to prepare and issue predefined reports, for the Estate & Facilities Management team.
- To administer quality management system documentation and ensure compliance.
- To undertake general office duties including but not limited to:
 - Correspondence and filing
 - Minutes of meetings
 - Preparation of reports and documentation
 - Updating of electronic records
 - Material ordering and administration
 - Subcontractor's administration
 - Raising purchase orders and ensuring that purchase orders are updated when changes required.
- Provide help desk duties when required.
- Provide any other reasonable duties associated with the effective running and administration of E&F.

PERSON SPECIFICATION

- Proficient IT skills including MS Word, MS Excel and MS PowerPoint

- Comfortable with data analysis and numerical reasoning
- Previous administration experience
- Excellent written and verbal communication
- Ability to prioritise workload and manage several tasks concurrently
- Ability to work to and support a culture of continuous improvement
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

