



Job Description:	Administration Assistant – Allsaved Ltd.
Role Profile:	Administration Assistant
Location:	Allsaved Head Office, West Chiltington, West Sussex
Salary:	£17 000 - £20 000 per annum (depending on experience). Opportunity to increase with progression.
Position:	Permanent, full-time (40 hours per week)
Accountable to:	Sales and Operations Supervisor
Accountable for:	None

Role Context & Purpose

Allsaved Ltd is a long-established Fire Safety Company. In various guises we have been in the Fire Safety industry since 1982. In our early years we were an Antifyre franchise. When Antifyre went out of business, we became independent fire safety engineers trading as Allfire, servicing fire extinguishers and dry risers. In 2007 the company was bought by the current owner – Tom Simmonds.w

Tom has a broad business background covering print, media, product design and the recycling industry. He realized that in such a competitive market the only way Allfire was to survive and thrive, was to become a multi-disciplined service provider.

To make this leap, we made the decision to invest in training our existing staff to meet the needs of our clients who were increasingly asking for a 'one stop shop.' Initially we moved in the Fire Alarm market, servicing smaller systems and carrying out what we would now call small projects, at the time they certainly did not feel small! We have been maintaining fixed and portable fire-fighting systems while managing, designing and carrying out Fire Risk Assessment programs for Electricity Distribution companies such as Seeboard, EDF Energy, Scottish and Southern Energy and UK Power Networks for over twenty years.

Having large utility clients with lots of assets over a large geographical area creates the need to work as efficiently as possible, this drove us to invest in a fully integrated management system. The cost of which has been far outweighed by its benefits. It has allowed us to have an open and fully auditable workflow that our clients and auditing bodies such as UKAS, BAFE and Achilles use to audit us. Our UVDB Achilles audit scores are 100% across all metrics, a feat of which we are justifiably proud.

By continually investing in our business process, technology and people, we have grown to a point where we now turn over the same in two months as we did in the whole year and Allsaved Ltd comprises of three divisions:

Risk Management Software – App based form population and generation. Mobile data capture and management system integration tools to the Fire and Electrical industries. Report writing is often repetitive and time consuming. Allsavedmobile.com allows engineers and risk assessors to focus on their core skills and to automate report writing. The data created can then be used to generate actions to reduce risk and raise safety levels.

Fire Protection Engineering - providing a complete portfolio of goods and services from fire risk assessment to fire alarm installations.

Electrical Contracting - for commercial and domestic properties. Providing event power and NICEIC approved services.

Key Accountabilities

The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the business / client, but accountabilities will include (or be equivalent in nature to) those listed below:

- Provide professional advice and information in relation to Allsaved Ltd
- Provide a first point of contact service for Allsaved Ltd, triaging calls to colleagues.
- Provide support to the team, to ensure that the company operates and develops effectively for the benefit of our clients. For example:
 - Issuing of Purchase/Work Orders
 - Ordering stock
 - Taking in and receipting deliveries
 - Scheduling of service works
 - Ordering and maintaining levels of stationary
 - Quotations
 - Running weekly errands (banking cheques and posting of deliveries)
- Interact effectively with a range of customers by providing sound communication and interpersonal skills. Create and maintain effective working relationships with clients, team colleagues and external partners / organisations.
- Challenge existing practices and generating ideas and solutions, recognising and balancing risks with reward, meeting agreed timescales.
- Remain up to date and compliant with all relevant legislations, organizational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
- Supports equality and diversity and respect customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion and ethnic origin.

Role Demands

- Initiative – Competently organises own workload and responds to unanticipated problems
- The job requires the post holder to respond to priorities and interruptions from the three different divisions of the business.

Financial Management

- Adhere to given budget

People Management

- Adhere to Allsaved Performance Management framework maintaining all relevant paperwork and manage, review and update own continuous personal development.

Internal Risk / Quality Management

- Ensure internal risks and process quality are managed effectively and that areas of non compliance are reported and addressed.

Other Significant Role Requirements

Allsaved has UK wide operation and therefore the job holder may be required to work in different geographical locations within the UK.

Authorised by line manager:

Name: Harry Woodage



Signature:

Date: 15.02.2019

Co- signed by HR Business Partner

Name: Ruth Simmonds



Signature:

Date: 15.02.2019