



JOB DESCRIPTION

POST: Stock and Asset Administrator
LOCATION: East Midlands
RESPONSIBLE TO: Stock and Asset Manager (or nominee)

JOB PURPOSE:

To work as part of the Estates Team to provide and secure properties of a good standard.

KEY RESPONSIBILITIES

COMMUNICATION

- Establish networks externally to the organisation with Leasing companies, landlords and estate agents.
- To liaise with the Stock and Asset Manager, Managers and Seniors.

STOCK AND ASSET

- Maintain the fleet database, adding new cars, informing staff when MOT'S / services are due, accident records.
- Ordering new vehicles
- Inform the Insurance Company of new cars added or to be removed.
- Booking vehicles in to be returned to the lease company.
- Carrying out vehicle checks on the Fleet.
- Liaising with the Insurance company with regards to incidents on Fleet.
- Ordering stock items for properties.
- Maintain the Stock database, adding new items and items that have been delivered.

- File all relevant orders of stock and Vehicles along with relevant delivery notes.

ESTATES

- Maintain the database for Gas Safety checks, PAT Testing and Periodic.
- Be the link between Estates and the Utility Contractor, and the Utility Companies.
- Book Gas Safety checks, liaising with Agents, Landlords and Contractors.
- Ensuring Properties receive relevant paperwork, Gas Safety Certificates, Periodic etc.

DELIVERING EQUALITY

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals
- Promote the rights and needs of people who use P3 services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

DEVELOPMENT

- Participate in staff meetings, supervision meetings, training, team development sessions and other meetings as required, reporting back to the team as appropriate.
- Undertake development activities as necessary and appropriate to the role.

OTHER

- Undertake such other duties appropriate to your role, as may be required from time to time.
- Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's commitments to service users are fulfilled.

All job descriptions are subject to periodic review.
This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

P3
PERSON SPECIFICATION
Stocks and Asset Administrator

	Essential	Desirable	Evidence
<p>Values Must be able to demonstrate the following values;</p> <ul style="list-style-type: none"> • Promotion of equality of opportunity for all employees. • Celebration of all aspects of diversity • Understanding of and commitment to the importance of accessing training, learning and development opportunities • Understanding of those who use our services being enabled to have greater opportunities to exercise their rights 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
<p>Experience</p> <ul style="list-style-type: none"> • Previous experience in similar role 		✓	
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Must have a sound understanding of the needs of people who use our services 	✓		
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Able to work on own initiative • Able to work as an integral member of a team • Must be able to establish and maintain constructive relationships with a wide range of people including internal contacts and external agencies • Must demonstrate effective interpersonal and communication skills, both verbally and in written formats • Able to travel nationwide • Must have ability to use e-mail, Microsoft Word, Excel and Powerpoint 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

<p>Qualifications</p> <ul style="list-style-type: none"> • There must be substantial evidence of commitment to personal and career development relevant to the post. • Full driving licence 	<p>✓</p>	<p>✓</p>	
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