



<b>Job Title:</b>	Office Assistant
<b>Department:</b>	Operations
<b>Location:</b>	Liverpool
<b>Responsible to:</b>	Operations Manager
<b>Functional responsibility to:</b>	Operations Manager

**Description and Main Purpose of Job:**

Provide administrative support for Bibby Maritime and Bibby Ship Management Ltd as required.

**Main Duties and Responsibilities:**

- Act as first point of contact for Bibby Maritime Ltd. Including taking calls, handling mail, photocopying and diary management where assigned.
- Assist Operations Manager as required including drafting standard contracts, raising invoices and collating supporting documents for invoices.
- Arranging travel visits/flights/visas to Bibby Maritime marine assets for employees and potential customers as instructed.
- Maintaining all filing systems for Bibby Maritime Ltd.
- Maintaining electronic archiving and CRM software maintenance.
- Updating the CRM software database on an ongoing basis.
- Ensuring copies of all contracts are kept centrally and divisionally with originals sent to the Company Secretary.
- Producing monthly pack for Bibby Maritime Ltd meetings.
- Producing quarterly Board pack.
- Producing community report for quarterly Board.
- Arranging meeting rooms/refreshments as required.
- Ensuring that all expense forms are accurately filed in agreeing the forms to the receipts on a monthly basis as instructed.
- Liaising with community programme partners (EITC, SWACA etc).

**Limits of Authority**

No authority to incur expenditure

**Requirements of the job (essential skills, qualifications and experience**

- Good telephone manner.
- Flexible approach and keen attitude.
- Strong organisational skills.
- Proficient on Microsoft Windows.

## Health, Safety and Environment

All employees have a duty under the Health and Safety at Work Act 1974 to:

- **Take reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do;
- **Co-operate with your employer** on health and safety matters;
- **Correctly use work items** provided by your employer, including personal protective equipment, in accordance with training or instructions; and
- **Not to interfere with or misuse** anything provided for your health and safety or welfare.

Bibby Maritime Ltd requires that all employees participate actively in ALL SHEQ activities and promote safe systems and practices as an integrated management approach to business.

All personnel are required to abide by the **Environmental Protection** processes in place at Bibby Maritime Ltd and to actively participate in REDUCING, REUSING and RECYCLING schemes in place. All efforts to reduce emissions of Green House Gases through elimination, substitution, reduction or new / improved technologies must be considered through all activities.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	
<b>Line Manager Signature:</b>		<b>Date:</b>	