

Job Description

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| <p>Job Title:</p> <p>Management Information Support</p> | <p>Reporting to:</p> <p>Management Information Lead</p> |
| <p>Main Duties / Responsibilities:</p> <ol style="list-style-type: none"> 1. Validate & process all documentation and report potential funding risks 2. Data entry and maintenance of accurate contractual data from start to exit of programme 3. Full interrogation of Management Information system to provide and supply weekly / monthly reports on request 4. Set priorities, develop a work schedule, monitor progress towards goals and track, details / data / information / activities 5. Work proactively as a team member to ensure timely achievement of contractual documentation to meet government compliance deadlines 6. Provide administrative support to the wider team and respond to requests via appropriate communication channels 7. Record all planned activities accurately within relevant systems and make necessary adjustments when applicable 8. Attend meetings and accurately record minutes, produce and cascade final document in a timely manner 9. Process learner information to generate e-portfolio 10. Carry out any other duties requested by the management to fulfil the needs of the business 11. Invigilation of English, Maths & ICT testing | <p>Knowledge & Skills Required:</p> <ol style="list-style-type: none"> 1. Communicate effectively; be able to speak, listen and write thorough and in timely manner, using appropriate and effective communication tools and techniques 2. Focus; to remain focused on customer need, anticipate, understand and respond to the needs of internal and external customers to meet or exceed their expectations 3. Team work; Work cooperatively and effectively with others to prioritise and set goals, resolve problems and use initiative to make decisions to enhance the effectiveness of the team 4. Problem Solving; Assess problem / situation to identify causes, gather and process relevant information, generate possible solutions and make recommendations and / or resolve the problem <p>Essential Skills and Desirable Skills:</p> <ol style="list-style-type: none"> 1. Comply with all organisational and government legislation in regards to Health & Safety and Data Protection 2. Enthusiastic, committed with the ability to see initiatives through to completion 3. Personal Presentation must be to a professional standard at all times 4. Experience in an administration role and the keeping of records 5. Computer literate 6. Polite and professional telephone manner 7. Promote Asset Training and its products and services in a professional manner at all times 8. Be prepared to undertake training to aid your own development and to meet the needs of the business 9. Business and Administration Intermediate Apprenticeship or above |

