

Role Description

Role:	Resource assistant
Business function:	Project delivery
Reporting to:	Resource Manager
Managing:	N/A
Prepared on:	18 th July 2016

1. Purpose and Scope

The purpose of this Role Description is to describe the **Resource Assistant** role.

To support the resourcing team in an administrative capacity, including maintaining the scheduling system.

This role description is not inflexible but is an outline and account of the main duties and capabilities. The role holder should however carry out any other reasonable duties commensurate with the role, as the needs of the company require.

2. Role Responsibilities

2.1 Key responsibilities

- To set up opportunities in Synergist
- To convert opportunities in Synergist to live projects or retainers as applicable
- To produce reports for the Resource Manager from Synergist
- To liaise with project teams to ensure accurate calendar scheduling in line with strategic plan
- To close down jobs in Synergist as approved by the Resource Manager
- To support Resource Manager with all administration duties as required
- To administrate holiday requests
- To administrate sickness and other leave

2.2 KPIs and reports

- To provide reports to the Resource Manager across all live jobs for the financial WIP
- To support Resource Manager with monthly analysis for all internal job codes
- To utilise the BLUF framework

2.3 Best practice and organisation

- To keep fully up-to-date with industry developments
- To identify, evaluate and share resources, tactics and techniques, freely sharing knowledge, insight, best practice and ideas across the agency
- To represent Fresh Egg at industry events when required and to represent the Company in a professional and knowledgeable manner
- To maintain a strong understanding and high proficiency of use of key analytical, market intelligence tools and Fresh Egg proprietary tools

Key behaviours should be aligned to core values at all times.