

# Nicola Smith

## Administration & Payroll Manager



### *Qualifications:*

3 'A' Levels (2006)

9 GCSE Levels (2004)

### *Training/ Courses:*

Sage 50 Payroll

Sage 50 Pensions

Trained in First Aid

### *Strengths:*

Grass root level of experience with knowledge of complete administration process within a construction company

Detailed knowledge and understanding of all projects, staff, suppliers and sub contractors working with H.H. Smith

Strong I.T skills

### Roles and Responsibility:

Nicola as administration and payroll manager has overall responsibility for paying a staff of almost 80, and providing administrative support within a busy construction company.

The skills essential to support the professional team requires company knowledge, flexibility and adaptability.

- Providing clear leadership and management of all office administration duties
- Undertake payroll duties ensuring all timesheets are checked, validated and approved
- Use and management of Sage 50 Payroll package on a weekly and monthly basis
- Implementation, use and management of Sage 50 Pensions package
- Business Liaison with customers, tenants and staff.
- Setting of appointment and management of construction team diaries

### Profile:

- Nicola has worked at H.H. Smith's since leaving college in 2006. She has been trained in company policies and practices supporting all administration activities. She has always worked alongside professionals within the industry and understands planning, delegation and prioritisation.
- Nicola has also been involved in setting up electronic office systems, the investigation and implementation of the company pension scheme and all data capture of holiday, sickness and statutory requirements.
- Additionally Nicola is spearheading company sustainability practices within the office.