

“Don’t limit yourself to a current job role, always show willing and interest in other departments”

Introduction

I’ve worked with Gregory’s administration department for 19 years! I’ve seen the business grow and go from strength to strength; it’s a great company to work for. I started as an office junior administrator, then progressed to a senior administrator and then into a Supervisor developing myself into the Administration Manager.



Image: **Hayley**, Administration Manager – Gregory

How did you get started in your career?

I joined the company straight after college, after finding the job advert in the paper.

Can you outline a typical work day?

A typical day would be managing and supporting the admin function for the distribution unit.

What do you enjoy most about your job?

I think the team I work with are great; we all have a strong relationship which helps us be motivated and encourages us to get the work done.

What skills are important for anyone wishing to start in your profession?

It’s very important to have good leadership skills, being able to delegate tasks, monitor workloads, be able to communicate what needs to be done and have good time management so you meet deadlines. Having recognised business administration and management qualifications are a big help. You also need to know how to deal with customers and take responsibility for dealing with any problems.

What main personal attributes do you think is important for your type of job?

It is very important to be open and approachable; this is so if anyone has any problems they are able to tell you. Obviously you should also be trustworthy and be able to listen and assess things well so you can understand the situation.

Do you have any tips or suggestions on how young people and adults can get into a job like yours?

To be willing to learn and to develop into someone suitable for the job, apprenticeships are a really good way of learning as they give you practical work experience whilst you’re studying.

What career progression opportunities are available in your business/sector?

The business recognises and promotes internal training needs/courses so everyone gets the support and development skills they need.

Why is it important for your business to attract and train young people/new entrants?

Young/new people bring fresh ideas and are often more open to learning and adapting to new work routines. They will generally progress quicker too.

What trends do you predict for your industry within the next 10 years? E.g. is it a growing market requiring more young entrants

GDL will grow; the number of employees will increase and so will the profit.

General words of wisdom

Don't limit yourself to a current job role, always show willing and interest in other departments.

Further contact/information

If you are inspired by Hayley and would like to get in touch with her, please email inspiringsouthwestncs@prospects.co.uk with your enquiry and we will pass on your contact details.