

Office Administrator

To provide administrative support to General Manager, all other staff and office visitors by handling a variety of tasks in order to ensure that all interactions between the organisation and others are positive and productive.

Key Tasks

- To assist General Manager with all aspect of Health & Safety including carrying out risk assessments
- To assist General Manager with HR processes
- To assist General Manager with production and reviewing of company policies
- To be responsible for weekly fire alarm checks and keeping accurate records
- To be responsible for arranging annual checks for equipment within the Dan Young Building and keeping accurate records
- To provide administration support to Finance and all departments within the organisation
- To cover reception (afternoon) - Answer, screen and transfer inbound phone calls and receive and direct visitors
- To cover all admin inboxes (afternoon)
- Coordinate bookings of rooms within the Dan Young Building
- Coordinate maintenance, supplies and staff queries in relation to photocopier
- Data Entry on to company database
- Scanning and shredding documents for archiving
- General clerical duties including photocopying, laminating, incoming and outgoing mail
- Filing electronic and hard copies
- To assist with basic research
- To assist with organising/administration of events, outings, group activities for Direct Services
- General house keeping duties
- To assist Fundraising with weekly (sometimes daily) banking
- Any other administration tasks when required

Accountable to
Place of Work
Hours of Work

General Manager
The Dan Young Building
17.5 hours per week (Monday to Friday) – 1pm to 4.30pm

THIS POST IS NOT SUBJECT TO PVG DISCLOSURE MEMBERSHIP SCHEME



Job Specification – Office Administrator

	Essential	Desirable
Qualifications /Education	➤ Educated to a High Standard	
Knowledge	➤ Extensive knowledge of Office 365 (especially Word and Excel)	➤ Health & Safety in the workplace ➤ Carrying out risk assessments
Experience	➤ Working on own initiative ➤ Multi-level Communication skills	
Abilities and skills	➤ Excellent level of communication both verbal and written ➤ Dynamic, well motivated with the capacity to use own initiative and to be part of a team ➤ Ability to prioritise and work to meet deadlines ➤ Ability to carry out research and present findings in a clear and concise manner ➤ Organised with attention to detail ➤ Excellent level of keyboard and data processing skills	➤ Ability to respond positively to new situations
Personal Qualities	➤ Confident, enthusiastic and adaptable ➤ Innovative but also with a willingness to learn new skills	
Circumstances	➤ Access to a car for business purposes ➤ Hold a current clean driving licence	