



Job Description

JOB TITLE: Admin Assissant	REPORTS TO: Executive Assistant
Salary: £22,000 FTE pro rota £13,200 Part time, 21 hours per week over 5 days	DIRECTORATE: Corporate Team

JOB PURPOSE:

The postholder will provide administrative support & office duties for the corporate team. You will undertake administrative task, ensuring the rest of the staff has adequate support to work efficiently, prioritising own workload & work with little supervision.

RESPONSIBILITIES:

- Coordinate office activities and operations to secure efficiency and compliance to our working policies & procedures
- Oversee the booking of travel & accommodation arrangements as a when required.
- Manage telephone calls and correspondence (e-mail, letters, packages etc)
- Making sure that there are sufficient stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Maintaining and keeping excel spreadsheets up to date
- Ordering stationary and keeping an inventory of items
- Liaison with IT provider as and when required
- Liaising with relevant facilities suppliers
- Maintaining office health & safety and facilities
- Responsible for organising/leading on service visits such as printer checks, confidential collection and other facility related visits.
- Managing incoming and outgoing post and delivery processes
- Ensure any safety issues are managed and reported to correct persons
- Liaising with building security for updates on fire checks or other security checks
- Act as point of contact for staff working off site
- Undertake general office management and administrative duties
- Ensure that the team have enough copies of relevant paper documents
- Providing reception cover/maintain reception area & greeting of visitors to the service
- Check the 'Info email box' daily and carry out the necessary actions
- Book meeting rooms and set up the room in readiness for the meeting
- Take minutes at meetings and follow up necessary actions

The post holder will be required to undertake any other addition duties as and when required directed by your manager

**PERSON SPECIFICATION: KNOWLEDGE, SKILLS & EXPERIENCE
(Essential)**

Experience:

- Proven experience as an office administrator/assistant or relevant role.
- Experience of data entry into databases
- Experience of using and updating spreadsheets
- Experience of dealing with suppliers and contractors
- Experience of working with people in a confidential manner

Knowledge and Skills:

- Excellent telephone manner
- Personal resilience in handling demanding clients
- Excellent communication and interpersonal skills
- Excellent written and verbal skills
- Excellent organisational skills, including the ability to prioritise between competing tasks and deadlines
- Excellent IT skills including Microsoft package (Outlook, Word, Excel & PowerPoint)

Desirable

- Versatile and adaptable
- Working with vulnerable adults within the addiction sector

SIGNATURES:

JOB HOLDER: _____ **DATE:** _____

MANAGER: _____ **DATE:** _____