

Job Description

Job Title:	Admin Assistant
Reporting to:	Business Operations Manager
Salary:	£23,893 per annum
Contracted hours:	37.5 hours per week Monday to Friday 9am-5pm)
Contract type:	Permanent (office based)
Conditions:	A six-month probationary period applies.

Main Responsibilities

The post holder will work as part of a busy, highly focused and professional team providing full general and financial administration services within the organisation including responsibility for reception, filing, equipment maintenance, operational duties and excellent customer service. The post holder will work flexibly across all departments within the organisation as required.

Specific Duties

- Provide general office support, including answering incoming calls, responding to emails, and dealing with enquiries in a professional manner.
- Provide comprehensive admin services using MS Office
- Monitor office supplies and equipment.
- Support office management and other team members with additional tasks as needed.
- Take ownership of own training and development, undertake such training as is required to meet these needs and fully utilise all training and support materials which are available.
- Become familiar with the general duties of other staff and assist with other duties as required.
- Train colleagues in general duties of post in order to ensure organisation has adequate cover in times of need.
- Some travel will be involved in this role to include delivering and collecting mail from the post office, delivering documents for signature and picking up office supplies at the shop.
- Undertake any other reasonable duties appropriate to the achievement of the organisation's goals and targets.

Information Security

- Comply with the organisation's Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

PERSONNEL SPECIFICATION

The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

Factor	Essential Criteria
Qualifications and Experience	<p>A good standard of education to include GCSE English and Maths grade C or above (or equivalent)</p> <p>And</p> <p>A Minimum of 2 years previous office experience</p> <p>Or a minimum of 5 years work based experience as above where the applicant doesn't have the qualifications.</p> <p>Confident in using Microsoft Office (Word, Excel, Outlook, PowerPoint)</p>
Skills and Aptitude	<ul style="list-style-type: none"> ▪ Good communication skills both written and verbal ▪ Good organisational skills, including ability to multitask, prioritise workload and work to strict deadlines. ▪ Understand the need for confidentiality
Knowledge and Understanding	<ul style="list-style-type: none"> ▪ Knowledge and understanding of the work of Employers For Childcare.
Special Circumstances (e.g. shift work car owner)	<ul style="list-style-type: none"> ▪ Full driving licence and access to a car with business insurance for work purposes. ▪ You must be resident in the UK and eligible to work. ▪ This post is subject to a basic criminal record disclosure check. This will be applied for through AccessNI.