



JOB DESCRIPTION

Job Title:	Administrative Assistant
Report to:	Support Services Manager
Responsible to:	Chief Executive Officer

Key Objectives of the Job

To provide a friendly, helpful and efficient administration service, supporting various departments across the organisation.

The admin assistant(s) are the first point of contact for most people visiting the offices. It is essential that the post holder presents a positive, helpful, friendly and thoroughly professional image of the organisation.

Tasks may include any of the following:

1. Efficiently manage e-mail traffic through the general 'reception' e-mail address.
2. Liaise with other staff, volunteers, service users and members of the public in a helpful and efficient manner.
3. Provide admin support to the staff when needed.
4. Manage room bookings, prepare rooms for meetings and arrange/provide refreshments as necessary.
5. Gather, collate and distribute statistical information.

6. Undertake photocopying, filing and other routine administrative tasks as required.
7. Maintain agreed levels of stationery and source and order other goods, products and services as requested.
8. Ensure the house style is used in all stationery, correspondence and other materials.
9. Attend training, development and other events as agreed with the line manager.
10. To assist with updating the organisation's website
11. To help maintain the organisation's social media accounts.
12. To compile service leaflets when needed.
13. Some reception duties may be required

The above list of duties is not exhaustive and the post-holder may be asked to carry out duties outside the designated area of work.

Base - Great Yarmouth

Updated Jan 2018