

## **Skills for People**

### **Administrator: Job Description**

Job Title:	Administrator
Hours of Work:	24.5 hours per week, 3.5 days
Salary:	£13,500 pa pro rata
Holiday entitlement:	25 days (pro rata) plus statutory holidays
Responsible to:	Office Manager

#### **Main Purpose of Job:**

- To provide Administration, Reception and Hospitality to staff, volunteers and service users of Skills for People.

#### **Duties include:**

##### **Administration:**

- Booking the following as needed: taxis and transport, catering, venues, PAs.
- Word processing letters, notes, reports etc.
- Photocopying / filing / scanning documents.
- Mail outs.
- Creating flyers and brochures as needed.
- Taking notes at meetings as needed.
- Maintain and update various databases.
- Operate a variety of standard office machines, including computers, photocopiers, printers and fax machines.
- Dealing with incoming and outgoing phone calls, post, faxes, e-mails.
- Any other reasonable tasks that are required.

- To work with the IMCA team to ensure databases, correspondence and client files are kept up to date.

### **Hospitality:**

- Preparing rooms for external meetings.
- Preparing refreshments for external meetings.
- Dealing with the small cafe (taking payment for snacks, keeping a check on stock).
- Taking bookings for hiring training rooms.

### **Reception:**

- Being the first point of contact for the organisation.
- Dealing with visitors.
- Dealing with phone calls.
- Dealing with email enquiries.
- Keeping the public area welcoming and tidy.
- Ensuring information displays are up to date and relevant.

### **Supporting Staff and Volunteers:**

- Working with other staff to develop and maintain effective administrative systems.
- Supporting colleagues in their roles including supporting paid staff and volunteers.
- Working to Skills for People's values at all times.

### **Working as a Member of Skills for People's Staff Team:**

- Attending staff and team meetings at Skills for People.
- Participating in the supervision and appraisal systems and attending training as agreed for professional and personal development.