

Skills for People

Administrator: Job Description

Job Title:	Administrator
Hours of Work:	14 hours per week
Salary:	£18,065 pa, pro rata
Holidays:	25 days per annum, pro rata

Main Purpose of Job:

- To provide Administration, Reception, day to day running of the building 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
- Dealing with incoming and outgoing phone calls, post, e-mails.
- Any other reasonable tasks that are required.

Hospitality:

- Preparing rooms for external meetings.
- Preparing refreshments for external meetings.
- Taking bookings for hiring training rooms.
- Day to day running of the building

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 both electronic and paper based.
- 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.