

Administrative Assistant to the Head Office Management Team

Reporting to the Group Administrator the main responsibilities of the role are:

- To answer the telephone and field or transfer calls or take messages as required.
- Provide hospitality for visitors and meetings, including organising lunches and other refreshments.
- General clerical duties including post, photocopying, faxing, and filing of documents; Typing, collation and distribution of correspondence, reports and minutes.
- Maintain confidential records and files.
- Research, price and purchase office and janitorial supplies both on line and from stores and maintain adequate stocks.
- Vehicle administration – Maintain records to ensure that vehicles are taxed, MOT'd and serviced in good time, liaising with staff and insurers on vehicle claims.
- Travel – Research, price and book flights, accommodation, car parking and ancillary items in line with budget and travel policy.
- Process purchase invoices, send remittances and handle payment queries. Maintain Petty Cash System.
- IT – Assist colleagues with simple support queries and maintain daily server back ups.
- Assist the Group Administrator by gathering information for various ad-hoc projects.
- Any other duties required to assist in the smooth running of the department.

Skills Required

- A good knowledge of Microsoft Windows and Office Products
- Good verbal and written communications with the ability to communicate at all levels
- Good organisational and time management skills
- A high level of accuracy and attention to detail

Personal Attributes

- You must be honest and trustworthy
- Be flexible and have the ability to multi-task and deal with a number of issues and people at the same time.
- Possess awareness of the needs and sensitivities of others

Qualifications

- Educated to "O" Level standard and above, ideally with a minimum of 2 years experience in an office environment. Full driving licence.