

Role profile for the post of **Administrative Assistant (part-time)**



JOB SUMMARY:

Responsible for assisting the Office Manager with the smooth running of the office. Will be required to give support for the presentation of catering provided in conjunction with the Society's room hire and evening meetings. The Society sometimes holds meetings out of normal working hours and the post holder will need a flexible and committed approach to their responsibilities.

KEY RESULT AREAS:

The post holder responsibilities are as follows:

- General Office Enquiries. Required to welcome all visitors to the Society and ensure that they sign in and out of the building. Answer telephone and e-mail enquiries, and control and maintain records for the sale of merchandise.
- Membership. Responsible for making up membership application packs.
- Catering. Required to welcome all visitors and show them to the appropriate room. Responsible for all room hire refreshments and also those for day and evening meetings. These duties involve receiving catering deliveries, checking catering stock and maintaining full supplies, preparing hot and cold drinks for breaks and lunches and clear-up.
- Stationery. Monitoring stock and maintaining all office supplies.
- Room Hire. Assist the Office Manager with the hire of the Society's rooms. Deal with enquiries and take preliminary bookings in the Office Managers absence. Provide assistance with pre-hire room set-up and post hire room clearance which includes digital projector support, tailoring room layouts, escorting visitors to the correct location.
- Post. Processing daily post and distributing in-coming post to appropriate staff.
- Other general responsibilities include assisting the Finance Officer and Executive Secretary with filing, managing the office recycling system and assisting any visiting speakers at the Society's Evening Meetings.

- Contribute to the planning and smooth running of the Society as a key member of the team & undertake any other duties and responsibilities compatible with the overall scope of the appointment.
- Actively contribute to the appraisal process and seek opportunities to learn new skills.
- Take reasonable care for the health and safety of oneself and of others visiting the Society's premises.
- Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Society.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the Society's policies.

All applicants must be eligible to work in the UK.