

Administration Assistant Job Description

Full time: 35 hours a week

Working Hours: 7 hours per day, Monday to Friday
(9.00am – 5.00pm including a 60 minute unpaid lunch break)

Location: BCPC office, 1 Trim Bridge, Bath BA1 1HD

Salary: £17,000 per annum

Line Manager: BCPC Office Manager

Summary: The office lies at the heart of the BCPC provision of services and support, the post-holder will be responsible for contributing to its smooth running.

OVERALL PURPOSE

Assisting the office manager in looking after the day to day running of the office, premises and administration, looking after student and graduate needs and acting as a point of contact for the public.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Office Manager

- General correspondence – email, phone, letters
- Responding to queries in person at office hatch
- Photocopying, scanning, printing
- Student enrolment
- Library duties
- Maintaining Approved Lists
- Additional tasks to ensure the smooth running of the building
- Monitoring and ordering refreshment, office and maintenance supplies
- Membership – renewals, mailings and general support
- Website – administer the day to day updates of the existing website
- Filing
- Conferences and events – assist in organisation and occasional attendance/support out of office hours
- Taking minutes – committee meetings and academic boards (occasionally out of office hours)

- Access database – keep the member/student database up to date, including data and queries
- Updating reference materials
- Administering the room booking system
- Any other related tasks

Person Specification

Essential

- Demonstrable experience working in a busy office
- Good basic education to GCSE standard or equivalent including English & Maths
- Demonstrable experience of office systems and processes
- Able to multi-task, prioritise tasks and work under pressure to meet deadlines
- Able and willing to instigate improvements to systems and processes - we are looking for a pro-active person
- Excellent communication skills, both written and spoken, dealing with a variety of audiences - letter and e-mail writing as well as answering and making telephone calls is a central aspect of the role
- Working knowledge and experience of Microsoft Outlook
- Excellent attention to detail and accuracy of work
- Excellent working knowledge of Microsoft Word and experience of Excel
- Able to work on own initiative with minimal supervision
- Willing to work alone in the building at times
- Good team member willing to collaborate
- Able to adhere to the need for confidentiality
- Flexibility to attend occasional conferences and weekend events

Desirable

- Experience of working in administration within an educational setting
- Experience of Minute taking