

Sample Job Description

Job title: Administration Assistant

Immediate Supervisor: Office Manager / General Manager.

Salary Range: 27k – 30k

Main Purpose: To provide effective and efficient administrative support to management across all sections of the organisation.

Duties and Responsibilities:

- Open, date stamp, sort and distribute mail.
- Prepare correspondence and other word processed documents as required.
- Compile statistical reports including tables and text using spreadsheet software.
- Answer the telephone and provide information / assistance or route the caller to the appropriate staff member.
- Operate payroll and some accounting procedures.
- Assist the office manager with monitoring office supplies.
- Establish and maintain files and retrieve files as requested.
- Carry out other functions as the office manager determines from time to time.

Level of Authority & Relationship to other jobs: Supervise junior clerks and liaise with other clerical and IT staff.

Principal Qualifications and Experience: Secretarial and computer qualifications with at least 2 years relevant experience in a similar role.

Person Specifications

Essential Education Qualifications and Attainments

- Good general level of education
- Admin/Office Work/IT document production Knowledge of Word, Excel.

Essential Knowledge, Skills & Experience

- Knowledge of wide range of document production
- Knowledge of and skills in maintaining records/files, minute taking
- Knowledge and skills in accounting procedures.

- Knowledge and skills in maintaining a database.
- Telephone skills
- Experience in working as a member of a team
- Dealing directly with customer matters
- Arranging events, meetings
- Excellent Organisational skills
- Good communication skills including ability to deal with a wide range of customer needs
- Presentation skills
- Ability to work on own initiative and prioritise own work to meet agreed objectives
- Ability to work as part of a team

Desirable Skills, Abilities & Experience

- Knowledge of operation of IT Network and E-mail
- Switchboard operation
- Production of material packs for presentation and distribution
- Knowledge of operating payroll package.
- Experience in dealing with community and voluntary organisations.
- Ability to facilitate work of team members
- Flexibility regarding meeting agreed deadlines
- Ability to empathise with marginalised groups.