



WANTED - PART TIME ADMIN ASSISTANT

Office Admin Assistant

We are seeking an organised, self-motivated office admin assistant to join our growing community benefit organisation. You will manage a variety of administrative tasks such as organising finance, banking, mail, agendas, minutes, updating membership data and our website.

As you will provide office support and coordinate office activities, a positive attitude and attention to detail is a must. We want a committed person who enjoys working with others, for this exciting opportunity to work within our growing team.

Duties and Responsibilities

- Providing assistance and support for Board members.
- Monitor and maintain office equipment; inventory supplies and order replacement supplies as needed
- Create, update, and maintain personnel records, financial records, and other records/data
- Assist with banking, bookkeeping, membership data
- Organise conference room scheduling, equipment, and cleaning
- Organise catering, coffee, or other refreshments as needed
- Assist with travel arrangements for Board members (as required)
- Assist with organising special functions and social events
- Monitor incoming and outgoing mail; receive and sign for mail /packages from couriers and deliver to proper recipient
- Prepare correspondence, documentation, or presentation materials

Requirements and Qualifications

- Prior experience handling administrative responsibilities or related field
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments / updating calendars and our website.
- Administrative professional certification in office management preferred (not essential)
- Highly organised multitasker who works well in a fast-paced environment
- Willingness to learn and to grow with the CLT
- Excellent written and verbal communication skills

HOURS 7.4 hours Per Week - hours can be flexible or divided

PAY £10 Per Hour

CONTACT J Wilding (Chair) jwil091256x@gmail.com

CLOSING DATE: 30 October 2018

