

Administrator – 6 month maternity cover (possible 12 month) - fixed contract

Overall Purpose of the Job:

We are currently seeking to recruit an experienced administrator to work at our Edenbridge site.

Duties:

- Including, but not limited to:
- HR & Employment - Advertising roles, arranging interviews and processing new starters plus accurately recording vacancies on our internal database including volunteers
- Training – Book training courses, update staff database upon completion and oversee general training requirements
- Finance -
Raising Purchase Orders and maintaining invoice system
Credit card & invoice reconciliation
Managing petty cash, cheques and income returns including monthly reconciliation
Ensuring payroll recorded accurately with assistance from managers
Issue and log GEM awards
Keeping an accurate log of fundraising monies
Banking
Overseeing aged debt reports
- Issuing ID cards
- Logging and update staff details on in house database systems
- Updating weekly KPI on internal database
- Health and Safety folder kept up to date with risk assessments
- Log mileage and fuel and oversee lease vehicle servicing
- Covering reception (annual leave and sickness etc.)
- Submitting and managing staff driver applications
- Ensure TV licences for all services are up to date
- Generating quarterly newsletter
- Minute taking for managers
- Other general office duties (e.g. updating staff planner, filing, stationery logging etc.)
- Any other ad hoc duties for managers

Skill and Qualifications:

- Qualified to a GCSE minimum of English and Maths
- A 'can do' attitude and use of initiative to get results is essential
- Excellent attention to detail is essential, well organised with good communication skills
- Fully conversant with Microsoft Office packages (especially Outlook, Word and Excel)
- Pleasant telephone manner and excellent communication skills (both written and verbal)
- Presentable and confident

Authority:

- The role holder is responsible for prioritising their workload and organising their own day, which may vary considerably in tasks depending upon business demands at the time, and may make independent decisions on a daily basis.

Communications:

- The role holder will communicate internally with staff at all levels
- External communication involves liaison with suppliers for a variety of reasons.
- Written communication ranges from obtaining quotations, admin tasks and general correspondence.
- The role holder must be able to deal with people and situations in a firm but tactful, diplomatic and confidential manner.

Problem Solving:

- The role holder must be able to prioritise their own workload and work under pressure to deadlines. The role has a very varied scope of tasks, usually requiring several tasks to be dealt with simultaneously, and therefore the role holder must be able to prioritise these tasks satisfactorily.