

Job Description

Post Title: Admin Assistant

Directly reporting to: Charity Collections Manager
Functionally reporting to: Operations Manager

Job Purpose:

To provide comprehensive administrative support to Operations.

Principal Responsibilities:

The post holder will:

1. Be responsible for all depot administration.
2. Input data into Sage 50 Accounts.

Principal Accountabilities Competencies & Attitudes

Your track record will encompass these skills and demonstrate:

1. 2 years' + experience in Administration
2. Excellent spoken and written English
3. Excellent communication and interpersonal skills
4. Able to work under a minimum supervision within a fast paced environment
5. Fully computer literate, with good working knowledge of Excel and Word packages
6. Accuracy and attention to detail
7. A pro-active team player

The post holder will be expected to undertake their duties demonstrating the following core competencies: A commitment to the company, effective communication and positive influencing skills. a customer-focused attitude, an openness to change, an appreciation of equality at work, a spirit of team working with colleagues across the organisation, At all times working efficiently, effectively and flexibly. Please note - This is a description of the duties and responsibilities of the job at date of publication. The duties may change over time as requirements and circumstances change. The post holder may have to carry out other duties as may be necessary from time to time.

PERSON SPECIFICATION

Admin Assistant

Please Note. This person specification sets out the essential, skills, knowledge, experience and abilities required in order to effectively carry out this job. The criteria set out below, will be used when assessing your application form and in any of the questions you will be asked if you were called to attend an interview. It will be used to identify your suitability for the job. Therefore, when completing the application form please address these criteria.

Method of Assessment

X indicates where evidence will be gathered and assessed, it may be gathered from either one, two or all three of the following and may be substantiated by consulting your referees:

	Application	Interview Q & A's	Test – N.A
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1. Knowledge & Experience

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|---|---|---|--|
| 1. Fluent in English | x | x | |
| 2. 2 years + experience in Administration | x | x | |
| 3. Experience of MS Excel and Word | x | x | |

2. Skills & Abilities

- | | | | |
|--|---|---|--|
| 1. Effective verbal communication skills | x | x | |
| 2. Numerate and literate to a standard which will ensure the success of the job role | x | x | |
| 3. Excellent written and spoken English | | x | |
| 4. Proficient key board skills | | x | |

Continued...

2. Skills and abilities (continued)	Application	Interview Q & A's	Test
5. Ability to work unsupervised and plan, organise and manage own work to meet deadlines			
6. Presentation skills – ability to prepare accurate, correctly formatted and easily understood documentation		x	
7. Ability to positively influence others, without being in a position of formal authority, to provide relevant information on time		x	
8. Able to resolve difficult situations professionally and with a positive outcome		x	
9. Skills to effectively communicate with a wide range of people i.e. outside agencies, suppliers in writing (i.e. letters, emails), face to face and over the phone		x	
10. Able and willing to work as part of a team, taking responsibility for own accountabilities whilst supporting and sharing knowledge with others to achieve company goals		x	
11. Understanding the importance of team work		x	
12. Able to anticipate factors likely to cause problems to take initiative to seek out viable solutions		x	
13. Able to act professionally as an effective company representative promoting the image and goals of the company		x	
3. Special Requirements: Competencies and Attitudes			
1. Commitment and a pro-active approach with a focus on results			
2. Contributing ideas for company improvements		x	
3. Willing to take responsibility for personal development		x	
4. Willing to work flexible hours as required		x	
5. A commitment to achieving company goals		x	
		x	
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