

## **Admin Assistant – Part Time**

Line Manager – Gill Gant (Office Manager)

Hours of work – 15 hours per week (over 2 or 3 days, flexible). To be worked between Monday to Friday, in conjunction with other employees to maintain effective cover. Pay - £10.66 per hour.

This post plays a key role in the organisation, being part of the front-line for all telephone enquiries in a small but busy office. A friendly outgoing manner is essential for the role, as is the ability to work under pressure and to be efficient and polite at all times. The successful applicant will have recent office experience and be familiar with Excel spreadsheets, Access Database, Microsoft Outlook and other routine office processes.

We would like our newest team member to be friendly, adaptable, flexible, well organised, have a good standard of literacy, numeracy and IT/computer skills. He or she will be able to deal with a variety of tasks at the same time whilst keeping accurate records. Training will be offered if needed but a certain level of familiarity with office tasks is essential.

### **The Admin Assistant will undertake the following tasks:**

- Telephone reception & greeting visitors
- Dealing with simple general enquiries
- Dealing with Web sales and Nestbox sales
- Friends Scheme Coordinator
- Adoption Scheme Coordinator
- Email administration, answering & forwarding
- Liaising with staff
- Record keeping
- Dealing with incoming and outgoing post (*including taking post to Ashburton Post office*)
- Gift Aid administration
- Banking (*including possible trips to the Bank*)
- Stock control of sales items and understanding of web sales and donations
- Stock taking
- Production/Editing of Newsletters & Feedback
- Answerphone messages

### **Other tasks included in this role are:**

- Word processing/Data inputting
- General administrative tasks
- Photocopying/shredding
- Supervision of volunteers as required
- Website management
- Taking minutes of meetings
- Assisting at Shows and events
- Any other duties as required

**How to apply:** If you are interested in applying for this role, please call Gill on 01364 255 256.