

JOB DESCRIPTION

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Job Title:	Administrator
Team:	Central Admin
Reports to:	EA to CEO
Role Purpose:	To support Achieve together in a professional manner, Assisting with administrative tasks as requested by other departments within Achieve together.
Scope:	To provide efficient and effective Administration duties taking accountability for your workload at all times.
Accountabilities:	<ul style="list-style-type: none"> • Short-term – Manage the distribution of Daily Diaries, Induction and Transaction books • Short term – Distribute money tags to homes/services as requested • Manage company fleet penalty fines in the post and follow the correct procedure to ensure fines are not escalated • Co-ordinating Building Passes/access for office space/meeting bookings • Manage and co-ordinate IT equipment to support wider organisation • Produce ID badges for New starters and Renewals • Carrying out ad-hoc administration requests from departments within Achieve together
Specific Requirements:	<ul style="list-style-type: none"> • To be flexible to cover additional hours when required • To be able to work in a remote setting

PERSON SPECIFICATION	
Knowledge:	<ul style="list-style-type: none"> • Excellent interactions skills • Good working knowledge of key Microsoft IT packages such as Teams, Outlook Word and Excel
Skills and Experience:	<ul style="list-style-type: none"> • Has ideally worked in an office environment, in particular working on a reception/administrator desk • Ability to multitask and maintain an efficiency with given tasks • Possess fantastic energy and takes great pride in their work • Strong problem-solving skills • The ability to work independently as well as with other stakeholders • If you have collaborated with people with learning difficulties this would be a benefit, but not essential • Willingness to learn BSL or
Competencies:	<ul style="list-style-type: none"> • Has the ability to BSL or willing to learn • Excellent customer service skills • Has the ability to prioritise tasks and multitask • Demonstrates discretion and is trustworthy • Is flexible and adaptable • Has good oral and written communication skills • Ability to communicate with internal and external stakeholders • Has good organisational skills • Is proactive and able to take initiative

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