

## **JOB DESCRIPTION**

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

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

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