



ADMINISTRATION ASSISTANT JOB SPECIFICATION

An opportunity has arisen for an Administration Assistant reporting to the Operations Manager. This role is suited to a person that is well organized, enthusiastic and professional. Accuracy and attention to detail are critical to the success of this role.

The main responsibilities of the role include (but are not limited to):-

- Creation and maintenance of Excel spreadsheets including data manipulation as per business requirements
- Creation of Word templates and documents as per business requirements
- Data entry into various spreadsheets and other systems
- Entering rotas and timesheet information into the company system and ensuring these are kept up to date
- Performing the administrative duties of the Company Processes
- Creating flow chart diagrams
- Liaising with staff re: availability, shifts etc.
- Answering telephones, providing information to customers and taking messages
- Taking bookings and payments
- Processing forms as required
- Keeping offices clean and tidy
- Any other administrative tasks as required

The person appointed to this role will be required to have the following skills:-

- Be IT literate, with a high level of experience of Microsoft Office products, in particular Excel and Word, together with experience of using databases (inputting information, producing reports etc.)
- Previous experience of administrative roles

The candidate must be self motivated and dedicated. Their communication and organizational skills must be exceptional and they must be well presented and professional at all times. They must be able to work well in a team and also alone, having good interpersonal skills and customer focus.

The role is for 40 hours per week with a salary of circa £8.50 per hour. The applicant must be an EU citizen or prove eligibility for full time work in the UK.