

ADMINISTRATION OFFICER JOB DESCRIPTION



June 2011

JOB TITLE: Administration Officer	
REPORTS TO: Sarah Subden – Director	
1.	PURPOSE OF JOB: To assist the administration team in the provision of clerical and administrative services to our clients. Including:- <ol style="list-style-type: none">1. To work with the Directors and Administration Manager in ensuring efficient administration throughout the company.2. To undertake personnel work within the company under the direction of the Directors or the Administration Manager.3. To carry out secretarial, administrative and clerical duties under the direction of the Directors or the Administration Manager.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES <ol style="list-style-type: none">1. To pro-actively provide administrative support for our clients including filing, word processing, and reprographics work;2. To liaise with and give appropriate information to clients as and when required;3. To assist with the general administration of work within the admin team;4. To assist in the compilation of such reports and records, and assessment of data as may be required by the company;5. To assist in the compilation, maintenance and analysis of client personnel records;6. To use computerised systems e.g. Word, Excel, Outlook and databases, to input and manage data and produce required documentation;7. To liaise with external payroll providers as and when required;8. To input and validate data onto the company computerised systems as required;9. To complete as necessary such reports and returns as may be required

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	<p>by our clients and/or manager;</p> <p>10. To assist in the production of the client newsletter;</p> <p>11. To undertake work for the HR advisers as and when required;</p> <p>12. To comply with all data protection requirements with regards to the access and dissemination of personal data;</p> <p>13. To provide support for Criminal Records Bureau (CRB), medical and other ongoing client employee checks;</p> <p>14. To attend meetings, take notes/formal minutes as required and report back to the Directors as appropriate;</p> <p>15. Day to day post duties as required;</p> <p>16. Day to day general clerical duties as required;</p> <p>17. Such other duties as may be determined from time to time within the general scope of the post.</p> <p>18. The job description will be reviewed as and when required.</p>
3.	<p>KNOWLEDGE AND SKILLS</p> <p>Essential</p> <p>GCSE (<i>or equivalent</i>) in English and Mathematics essential Grade C or above</p> <p>Good Keyboard skills.</p> <p>Computer literate in Microsoft Office.</p> <p>Ability to meet deadlines.</p> <p>Ability to communicate effectively at all levels within an organisation.</p> <p>General Office experience.</p> <p>Being able to work as part of a team.</p> <p>Desirable</p> <p>Knowledge of school administration.</p> <p>Full Driving Licence.</p> <p>Knowledge of payroll systems.</p> <p>Experience of working in a client focused environment.</p>
4.	<p>GENERAL</p>

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Other Duties

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Health and Safety

The postholder is required to carry out the duties with due regard for the Health and Safety policies and procedures.

	Name:	Signature:	Date:
Job Description written by: Director
Job Description agreed by: Post Holder