

Job Title:	Administrator
Service:	KIKIT Pathways to Recovery
Project:	BLF – Gangster Jihadi
Reporting to:	Project Manager
Contractual agreement:	11.3 hours per week 4 year position Commencing: 2018 – 2021 (Annual renewal subject to review)
Salary:	£7,654 per annum
Supervisory responsibilities:	Volunteers/ Placements
Closing date:	2nd November - 12pm

We are looking for a reliable Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. The tasks of the office administrator will include bookkeeping and mentoring office assistants. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. The administrator ensures smooth running of the organisation's office and contributes in driving sustainable growth.

Purpose of the Role:

- Coordinating office activities and operations to secure efficiency and compliance to organisation policies
- Supervising staff to ensure performance
- To ensure the smooth running of the organisation's office and contribute in driving sustainable growth.

Responsibility *(Including but not limited to)*

- Organising meetings
- Managing databases
- Organising new enquiries
- Keeping up to date Client Information
- Organising and sending quotes for small projects
- Creating job packs and booking client appointments & staff meetings accordingly
- Dealing with enquiries by telephone and email
- Completing documentation requested by management
- Preparing letters
- Organising Purchase Orders and liaising with other organisations
- Assisting with Marketing and Fundraising Campaigns
- Attending team meetings & taking minutes
- Managing social media accounts when required

The list is not exhaustive and other tasks will be given when required

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Qualifications & skills

- Minimum Health & Social Care L3 qualification
- Past experience within an Administrative or Operational Role within the Health & Social Care sector
- General knowledge of the Health & Social Care Sector

Experience & skills

- Reliability and Discretion
- Excellent communication skills in person and on telephone
- Ability to work independently
- Adaptability
- Excellent Organisational Skills
- Problem Solving Skills
- Leadership and ability to make things happen
- IT Skills and Microsoft Office Packages - Word, Excel, PowerPoint, Outlook, Publisher
- Excellent Attention to Detail