

JOB DESCRIPTION
FOR ILM WAYS TO WORK 2018/19

Title: Administration Assistant
Reports to: Office Manager
Based at: The Higher Space, 10 Cotton Street, Liverpool, L3 7DY
Wage: In line with National Minimum Wage for the age of the person
Contract: 13 months (10th December 2018 – 9th January 2020) Fixed Term PAYE.

Purpose:

The Administration Assistant will be a pivotal role in the company working under the support of the Office Manager and providing administrative support to the company as a whole.

New skills gained by the participant will include:

- Communication skills including; Telephone, e-mail and face to face meetings
- In house training
- IT skills and development of existing computer software experience such as; Word, Excel, Outlook
- Experience of working in a medium sized organisation

During the course of the job the post holder will work alongside and be trained by other members of the company to ensure a good administrative structure is maintained. Undertaking tasks such as; general office administration, filing, data collation, telephone and email communication, attending company meetings and assisting with the companies contact database which will help develop their administration skills and broaden their knowledge and experiences.

Responsibilities:

- To work on a variety of administration jobs under the guidance of the Office Manager.
- Have due regard for Wired's Single Equality Action Plan.
- To attend all company meetings.
- To undertake training where required (both in house and external).

Experience & Knowledge:

- Basic experience in general administration
- Basic understanding of computer software such as Word and Excel

Other Requirements:

- Self-motivated
- Excellent organisational skills
- Commitment to Equality & Diversity