**Job Description**

**Post Title:** Part-timeAdministrative Assistant, 9 hours per week

**Salary:** £8.21 per hour with 3% contributory pension

**Duration:** Permanent Post

**Location:** Wilsden Village Hall

**Reporting to:** The Wilsden Village Hall Manager

**Main Purpose of Post:**

To provide high-quality administrative support within the organisation thereby aiding and enhancing the delivery of the organisation’s services.

**Main duties of Post:**

1. To provide a key point of contact for users, visitors and the public whilst maintaining a professional approach and interacting with staff, tenants, contractors, visitors and the public in a way that is sensitive to their individual needs and reflects well on the organisation;

2. To provide a full range of administrative services including, but not limited to, telephone call handling, processing incoming and outgoing mail, word processing, spreadsheets, database updates, mail-merge, photocopying, laminating, shredding, binding and filing;

3. To organise meetings, to attend and take minutes as required;

4. To collate information and produce articles for the e-bulletin the website and Facebook page;

5. To undertake administrative tasks in relation to our database of user organisations;

6. To help ensure that we hold sufficient stock of stationery;

7. To support other staff when required in relation to specific activities, e.g. event management;

8. To adhere to actions on the office checklist on a daily/weekly basis;

9. To help/ ensure the setting up of meeting rooms for internal and external meetings;

10. Take and manage bookings.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.