

# ***Are you looking for a new challenge?***

## **Term Time Only Administration Assistant**

### **15 hours a week - role available from 1 November 2018**

**Does this sound like you?**

- ✓ Tight lipped, someone who knows how important it is in a small Valley to maintain confidentiality
- ✓ Someone who listens actively and communicates effectively, in written English
- ✓ Able to build rapport, and work well in a small team
- ✓ Mature approach to work and situations, respectful, personable, positive
- ✓ Quick on the uptake, excellent attention to detail, with proven IT skills
- ✓ An organiser, proud of your ability to effectively use systems to support business objectives

#### **What we give you:**

An office-based position in the centre of Waterfoot. Working 10am – 1pm, Monday to Friday, term time only. We offer an hourly rate of £8. The successful candidate will be part of a small professional HR services consultancy, playing a key role in the future growth of the company.

#### **The role:**

This is a crucial position in our team, providing administration support to two HR professionals. You will be responsible for the efficient day to day operation of the office, maintaining systems and processes to support the retention of our clients and the development of new business.

You will have previously been in an administrative support role and be able to demonstrate a high degree of computer literacy with MS Outlook and the MS Office suite of products. Whilst we are more interested in your skills and abilities than your educational qualifications you must have GCSE English grade C or equivalent. It would be great if you had a business administration qualification, but that's not essential.

A working knowledge of the use of social media platforms for business, including LinkedIn, Facebook and Twitter is essential as you will be part of the development and expansion of the company's social media presence, collating and curating relevant content to achieve demonstrable results.

If you're successful, you will be joining a small team. Punctuality and reliability are vital. You will need to be a bright, professional individual, both in terms of your personality and your approach to your work. There are two more unusual aspects in this role that you need to be aware of before applying

1. Our offices on the first floor of a building without lift access. You must, therefore, be able to access the workplace independently via significant stepped access (18 steps)
2. You will be comfortable and confident around the MD's dogs, two small terriers, which are sometimes present in the workplace.

#### **To apply:**

Application in the first instance via CV to [admin@metishr.co.uk](mailto:admin@metishr.co.uk). Candidates progressing beyond initial sifting will be asked to complete an application form and undertake a telephone interview prior to short listing for interview.

# **Job Description**

## **GENERAL INFORMATION**

**JOB TITLE:** Administration Assistant

**RESPONSIBLE TO:** Managing Director

## **ROLE PURPOSE**

**To provide professional administration support, ensuring the efficient day-to-day operation of the office and maintaining the systems and processes to ensure the retention of clients and the development of new business.**

## **PRINCIPAL ACCOUNTABILITIES**

1. To be responsible for ensuring adherence to organisational policies and procedures in the discharging of principal accountabilities and functions.
2. To liaise professionally with clients, suppliers and other professional contacts, ensuring all contact is delivered as promised and portrays a professional, supportive ethos.
3. To effectively manage the daily financial management requirements, reconciling and processing expense claims, sales and purchase invoices, raising queries where necessary and ensuring all actions are followed up appropriately.
4. To be responsible for the issuing and return of client data sharing agreements, ensuring that data held is current and stored appropriately in the electronic and manual client records systems.
5. To be responsible for the general office facilities management, ensuring the office is clean and tidy, stock is ordered proactively, and IT systems are running effectively.
6. To be responsible for developing and expanding the company's social media presence, collating and curating relevant content and compiling reports to demonstrate results.
7. To represent the company as an honest, knowledgeable and conscientious ambassador.
8. To help maintain a safe environment for staff, visitors and other third parties through due diligence and compliance with health and safety and operational policies.
9. To undertake any other duties in order to meet personal, team and organisational objectives following consultation.

## Person Specification – Administration Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Previous experience of operating in a role as Administration Support	✓	
Previous experience of using a CRM system		✓
Previous experience of using Freeagent (Iris)		✓
Previous experience of maintaining professional relationships with clients and other business professionals	✓	
Previous experience of working in an environment where maintaining confidentiality is critical	✓	
<b>Qualifications and Training</b>		
Educated to GCSE English grade C (or equivalent)	✓	
Relevant business administration qualification		✓
<b>Knowledge</b>		
Knowledgeable about the use of social media (LinkedIn, Facebook and Twitter)	✓	
<b>Skills and Abilities</b>		
Able to demonstrate a high level of computer literacy with MS Outlook and MS Office suite of products	✓	
Able to demonstrate excellent organisational skills	✓	
Able to demonstrate excellent written English skills	✓	
Able to demonstrate an ability to work with numbers accurately	✓	
Able to demonstrate excellent attention to detail	✓	
Able to demonstrate a proven ability to work to, and deliver against, tight deadlines	✓	
Able to demonstrate the ability to manage your own time and prioritise tasks	✓	
Able to demonstrate a personable character able to build strong relationships quickly	✓	
<b>Other Requirements</b>		
Experienced and confident around dogs	✓	
Flexible and professional approach with the ability to work unsupervised	✓	
Able to access the workplace independently via significant stepped access (18 steps)	✓	
Reliable	✓	
Punctual	✓	