

---

## JOB DESCRIPTION

<b>POST:</b>	Administration Assistant
<b>POST HOLDER:</b>	VACANT
<b>REPORTS TO:</b>	Executive Director
<b>GRADE:</b>	Modern Apprentice - £3.20/hour (£6,200 p.a. + benefits)
<b>LOCATION:</b>	Worcester
<b>WORKING HOURS:</b>	37
<b>MAIN PURPOSE:</b>	To assist the Executive Director and Executive Assistant with office administration

---

### KEY DUTIES / RESPONSIBILITIES:

#### IT, Information and Quality

1. To distribute email from enquires and shared mail boxes
2. To replace toner for printers and photocopiers and to report breakdowns
3. To update the Website, including user log ins and reset passwords
4. To assist with internal quality audit changes and authorisation

#### Administration

1. To assist with typing of letters and correspondence
2. To prepare documents and distribute papers for meetings
3. To take meeting notes as and when required
4. To undertake all filing and archiving duties
5. To answer the phones and handle enquiries or refer to member of the LEP team.
6. To assist in the processing of sales invoices and purchase orders

#### Events

1. To support the LEP team at events and create a positive outwards image
2. To assist in the preparation for events and occasions when the LEP is presenting at either its own or external events.

#### GENERIC TASKS:

1. To work closely with other team members to ensure that all Business Plan, Performance and Financial targets are achieved.
2. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures
3. To work closely with other team members and complement and support the organisation's delivery and development.
4. Any other duties as directed by the LEP Managers.

5. To ensure that any management information is entered onto the Chamber's databases (CRM and Exchequer) on a regular continual basis.
6. To work closely with the Quality Manager and your team to ensure team-wide compliance to ISO9001. To facilitate improvements to the quality management system and to co-ordinate an annual review of quality documentation which specifically relates to your department.
7. To adhere to and actively promote the Chamber Equal Opportunities policy
8. At all times to work within the organisations Health and Safety policy and to ensure as far is reasonable that safe working practices are established, maintained and followed
9. To work within and assist in maintaining IIP principles for the organisation.
10. To carry out any other duties as required by the business to achieve commercial objectives.

**PERSON SPECIFICATION:**

1. Working knowledge and able to use MS Office (Word, Powerpoint, Excel)
2. Ability to demonstrate effective organisational skills
3. Numerate, methodical and accurate
4. Customer focussed
5. Goal orientated
6. Ability to communicate confidently and effectively