



Job Description

Position: Administration Assistant
Location: Central Office, London
Reports to: Office Administrator

Position purpose

- To undertake reception duties
- To provide administrative support to Central Office staff
- To assist the Office Administrator with his or her duties.

Principal responsibilities

Reception

- Providing excellent customer care at all times
- Represent 2Care in a professional manner
- Answering incoming calls, screening callers, taking and distributing messages
- Meeting and greeting visitors and offering refreshments
- Responding to routine telephone enquiries

Post

- Opening incoming mail
- Distributing faxes / internal mail
- Collecting, franking and sending external mail
- Booking couriers

Building and Supplies

- Undertaking building checks
- Tidying of reception area and conference room
- Assisting Office Administrator on buildings issues as required
- Stocktaking of office supplies

Office Administration and Support

- Copy typing - producing a range of copy typed documents e.g. letters, forms, tables and reports
- Printing, photocopying, binding and distributing documents
- Ensuring filing systems are kept up-to-date, both paper-based and computerized
- Ordering refreshments for meetings / training courses as required and prepare the conference room

Project Based Work

- Undertaking specific tasks or projects as requested by the Office Administrator

Other Duties

- Supplying all necessary 2Care's staff with ID Cards
- Cover for Office Administrator in absence
- Ensuring that the cleaner is aware of the duties for the day
- Carry out regular fire alarm test and fridge control
- Production and circulation of quarterly newsletter
- To undertake any other duties appropriate to the post

Benefits

Starting salary:	circa £18k
Annual salary review:	1 April
Hours of work:	37.5 per week (9am to 5pm, Mon – Fri)
Annual leave entitlement:	25 days holidays per annum
Benefits:	First rate life assurance cover, 3 times annual salary
Pension scheme:	Company pension after 12 months service (<i>final salary scheme</i>)