

Job Description

Job Title: Junior Administrator

Purpose Of Job: To be the first point of contact for the company and to provide administrative support across the organisation.

Reports To: Practice Manager

Key Responsibilities & Accountabilities:

- Answering the phone
- Meeting and greeting clients and other business visitors
- Invoicing
- Sending letters of authority and chasers as per Advice Process
- Typing if required
- Keeping back-office systems up-to-date with relevant information
- Opening, scanning, logging and allocating incoming post
- Scanning and filing
- General office maintenance
- Keeping meeting rooms clean, tidy and stocked
- Arranging additional facilities needed for client meetings (e.g. sandwiches, making lunch bookings)
- Managing post if admin staff are sick or on holiday to ensure that essential work is dealt with
- Ordering and maintaining adequate stationery levels
- Ordering and maintaining general supplies for kitchen and office
- Assistance with general administrative tasks
- Maintenance of the Client Birthday Card List and organisation of timely posting of cards
- Other duties as directed by management

Personal Specification:

<i>Job Title:</i> Junior Administrator	
<i>CRITERIA</i>	<i>E or D</i>
<i>KNOWLEDGE</i> Microsoft Word, Excel and electronic diary management	E
<i>SKILLS</i> Excellent interpersonal skills	E
Excellent communicator	E
Shows initiative and takes personal responsibility for completing tasks	E
Highly organised and disciplined	E
Adopts a positive attitude, willing to assist others	E

D= Desirable E= Essential

*Advise Better
Live Better*