

# 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 filling
- 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:**

<b>Job Title:</b> Junior Administrator	
<b>CRITERIA</b>	<b>E or D</b>
<b>KNOWLEDGE</b> Microsoft Word, Excel and electronic diary management	E
<b>SKILLS</b> 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*