

Job Description

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| Location | Southgate, London |
| Job Title: | Office Administrator |
| Reports To: | Operations Manager |
| Responsible For: | Supporting the administrative needs of the society and the Operations Manager |
| Salary: | £24,000 per annum |

Job Purpose:

We need someone to help us with the day-to-day running of our office in Southgate after a recent expansion of our operations.

Main Duties and Responsibilities

Office Administration & Secretarial Duties

- Travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations
- Screening phone calls, enquiries and requests
- Meeting and greeting visitors to the office
- Organising and maintaining diaries - organising appointments/meetings, preparing committee agendas and documents.
- Drafting correspondence on behalf of the manager
- Assisting with maintaining the office and stocking supplies
- Receiving correspondence (post, emails etc) and distributing them to the relevant department
- Promote/assist supporters and members with local UKTS fundraising events (dinner and dance, discos, sponsored fun runs/walks etc)
- Organise/set-up awareness events

Finance and Banking

- Process work expenses, incoming donations including drafting invoice payments
- Record all incoming and outgoing payments as directed by the manager
- Manage and record petty cash expenses

What We Are Looking For

- A friendly and confident individual with good communication skills
- Computer skills including using Microsoft Word, Access, Excel and Outlook
- Good networking skills with the ability to be well organised and multi-task
- An existing medical knowledge is not required but you will be expected to learn about Thalassaemia on the job