

Job Description: Administrative Assistant

(PT or FT min 3 days per week) Based in Moreton-in-Marsh office

Administrative support

General administrative support to staff including:

- printing documents
- answering the telephone
- replying to general email enquiries.
- Filing and archiving – physical and digital
- organising post and courier shipments.
- Assist with preparations for staff meetings.
- Manage stock of in-house publications and literature and disseminate documents and publications;
- Assist with monitoring and ordering travel equipment inventory including first aid, cameras, GPS units.
- Oversee keeping the office environment clean and tidy, including organising the collection of print waste and recycling.
- Purchase stationery, equipment, paper, printer supplies and general office supplies
- Set up and coordinate zoom meetings, assisting with meetings with break out rooms, interpretation function etc.
- Administration of the office telephone system, including training staff in the way the system works.

HR Support

- Support the HR team including sending our annual review reminders and administering the Citation Atlas People Management system, including uploading personal documents onto the system and helping others to use it.
- Support recruitment by receiving applications, preparing the interview schedule and inviting applicants for interview.
- Assist with induction plan for incoming staff, liaising with Line Managers and allocate schedule slots for the relevant staff carrying out the sessions.

Logistics support

- Logistics support, including:
 - liaising with staff and team lead to organise flights, transport and hotel bookings, and
 - preparing visa applications for international travel.