

Job Description
Administrator (Part Time)

Hours of Work: 1pm - 5.30pm Mon-Fri

Annual Leave: 25 days annual leave pro rata plus bank holidays

Salary: £16,575 pro rata for (based on a 37.5 hr week of which you will work 22.5 hrs)

Responsible to: Senior Centre Support Worker

Based: MCSC, Marsham Street, Maidstone.

Purpose of the job:

To assist in the day to day administrative role of the Centre Management office. To provide essential front of house services, with an emphasis on administration tasks.



Key Tasks and responsibilities

1. To provide administrative services to the CEO and Centre Co-Ordinator.
2. To be the public face and first point of contact for MCSC.
3. Assist the Centre Co-ordinator in the creation and maintenance of spreadsheets, documents, newsletters, presentations and leaflets.
4. To prepare the papers for the board meetings and to take the minutes at board meetings and transcribe them for the Chairman.
5. To prepare and distribute daily reports for the next day's sessional room usage in both paper and electronic formats.
6. Make, view and amend room hire bookings using our on-line system.
7. To greet visitor and inform members of their arrival. Direct visitors and sessional users to their appropriate areas.
8. To answer the phone, deal with queries, transfer calls, sort post and general reception duties.
9. Any supportive duties as the Centre Co-ordinator or CEO shall request.

Person Specification	Essential	Desirable
Evidence of excellent office administration.	*	
Evidence of excellent MS Office package skills.	*	
Current First Aid certificate or willingness to be trained.		*
Proven organisational skills and abilities (ability to multi-task)	*	
Ability to deal with visitors in a polite, discrete and sympathetic manner.	*	
Exceptional customer service skills	*	
Ability to work under pressure and to be able to prioritise.	*	
Previous work experience within a reception area		*
Willingness to support volunteers	*	