

Job Description: Administrator

Hours of Work: 1pm - 5.30pm. Mon-Fri 22.5 hours per week

Salary: c £ 9 per hour.

Annual Leave: 25 days annual leave plus bank holidays

Responsible to: Centre Co-Ordinator

Based: MCSC, Marsham Street, Maidstone, Kent.

Purpose of the job:

To be part of the Centre Management Team by providing front of house support and back office administration and financial tasks.



Key Tasks and Responsibilities

1. You will be the first point of contact for all visitors to MCSC and will direct them to the correct area they require within the building.
2. You will answer the phone, transfer calls, deal with queries, make, view and amend room hire bookings, sort post and complete other duties as they arise.
3. You will prepare and distribute daily reports for the next day's sessional room usage in both paper and electronic formats.
4. You will be able to provide administrative services to the Centre Managers by creating and the maintenance of Microsoft documents, quarterly newsletters, marketing material as requested.
5. To work with the CEO and Chair in the preparation of the papers for the bi monthly board meetings. To be present at meetings and take minutes for the Chairman.
6. A willingness to be trained on Sage 50 with a view to assisting the Centre Co-Ordinator with accounts.

Person Specification a Minimum of 3 years proven experience	Essential	Desirable
Use of MS Office Package & administration.	*	
Organisational skills and the ability to multi-task.	*	
Ability to deal with visitors in a polite, discrete and sympathetic manner.	*	
Ability to work under pressure and to be able to prioritise within a reception setting.	*	
Current First Aid certificate or willingness to be trained.	*	
A basic knowledge and interest in finance with a willingness to be trained on Sage 50 Accounts.	*	