

JOB TITLE:	Administration Assistant
ROLE DESCRIPTION:	To ensure the day to day smooth running of the office and to be responsible for a wide range of administrative and clerical tasks.
HOURS:	37.5 a week unless agreed otherwise in writing.
SALARY:	£16,100
ORGANISATIONAL:	Responsible to the Executive PA
CONTACT:	Please send all Cover Letters and CV's to HR@aurigaservices.co.uk for the attention of Kim Williams

Administration Duties

- Telephones - Answer telephone calls, dealing with enquiries or transferring calls as necessary.
- Dealing with all visitors requirements and notifying them of the H&S procedures on arrival.
- Managing Meeting Rooms;
 - 1) Scheduling using Outlook,
 - 2) Organising catering,
 - 3) Organising any IT requirements,
 - 4) Ensure meeting rooms are always tidy.
- Preparing induction packs for new starters.
- Responsible for monitoring all Health and Safety for both offices, using in-house system and reporting to the Executive PA.
- Responsible for recording and filing of all Health and Safety procedures/documents using in-house systems whilst reporting to the Executive PA.
- Fire safety- Checking the fire alarm every Monday, arrange the fire training annually and check the emergency lighting and fire extinguishers monthly.

- Post – Sorting and distributing to relevant staff/teams in the morning and frank post in the afternoon ready for collection. Adding credit to the franking machine when needed and order stationery from Frama.
- Assist the Executive PA with any general administrative tasks when required.
- Ordering of stationery supplies.

General Duties

- To be responsible for his/her own health and safety and the health and safety of others.
- To be responsible, in conjunction with others, for the security of office documentation, equipment and premises.
- To be responsible for his/her training needs.
- To undertake such other duties as are commensurate with the nature of the post and the level of responsibility.
- Assist in the general process and team improvements within Auriga as appropriate.
- Support other team members.
- Contribute to annual reports, leaflets and newsletters as necessary.
- Attend any meetings, training courses and seminars relevant to the post as required.

Necessary Skills and Qualifications

- Verbal and communication skills.
- Keyboard skills.
- Working knowledge of computerised systems.
- Highly motivated in the area of work.
- Determination and self-motivation.
- Ability to work on own initiative and as part of a team.
- Flexibility and enthusiasm.

- Ability to adapt to growth and change and to continuously seek improved ways of working.
- Ability to work in a strictly confidential manner.
- A positive and supportive attitude toward other team members.