



Job Description

Post Title: Office Administrator		Post Number:
		Date: 20/03/19
Department: Administration	Division / Branch: Leicester	
Responsible to: Chief Executive	Part time 20 hours per week Salary £17,290 pro rata	

Overall Purpose of this Post:

Lamp is seeking to appoint an Office Administrator who will also offer administrative support to the management at Lamp

The successful candidate will be an enthusiastic and a highly organised administrator with excellent interpersonal and communication skills assisting in the day to day running of a busy office and provide administrative support to the teams.

They will have experience of managing databases and ideally some experience working within an HR function. Knowledge of GDPR regulations and compliance would also be a desirable. They will have the ability to manage and record personnel records.

They will possess the ability to think innovatively to solve problems and operate at a fast pace whilst ensuring meticulous accuracy.

This will be demonstrated by the ability to take initiative and work independently. A capability to manage changing priorities and work to deadlines is also desired.

With an essential minimum of 12 months prior experience in an information and/or administration role, the successful candidate will have strong IT, literacy and numeracy skills, with the ability to work effectively in a team and thrive in a busy office environment.

A knowledge of local third sector is desirable.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities,

- A. To provide administrative support to the HR function of Lamp
- B. To provide metrics and statistics where requested on the information that Lamp provides to the public
- C. To support management of Lamp with general administrative duties
- D. To signpost callers to appropriate services and/or the Lamp Directory of services
- E. To support and underpin the staff team through the maintenance, upkeep and development of current administrative systems, processes and procedures.

- F. To coordinate site bookings and calendared events
- G. To support office functions and the charity's interface with the public, including charity communications and publicity
- H. Ability to multi-task and prioritise projects

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the postholder's time.

The Office Administrator is responsible for the following administrative duties:

1. Greet visitors and direct them to the appropriate offices
2. Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
3. Schedule meetings and travel arrangements for senior members of the organisation
4. Receive and distribute incoming mail
5. Provide administrative support for team
6. Data entry, document formatting; documents and presentations as required
7. Provide HR support maintain personnel records, software and supporting LAMP's compliance with employment law and record keeping

The Office Administrator may be requested to:

Provide out of hours support to the fundraising team, time flexibility is essential