



Administrative Assistant - Job description

The successful applicant will be an excellent administrator with strong interpersonal skills. Proven administrative and IT skills are essential. They will have relevant experience in maintaining, developing and streamlining a range of digital and paper-based databases and filing systems.

The ideal candidate will be highly organised, work well under pressure and consistently demonstrate a meticulous attention to detail. They will be an energetic and enthusiastic team-member and must be able to use their initiative to prioritise a high workload. Good customer care is essential.

Main Purpose of the job:

- Support the operation of the DEI office and general running of the Institution
- Provide support for trustees and staff across all functions of the DEI

Key responsibilities and tasks

- Monitor the office email account and forward messages to relevant staff or trustees on a daily basis.
- Coordinate arrangements for room hire and tour requests; liaise with potential hirers, prepare invoices and monitor payments
- Maintain and update the DEI office electronic and paper files (not including policies and procedures)
- Monitor and order DEI stationery requirements
- Coordinate the office volunteer rota
- Support the work of the Membership Secretary as and when required
- Liaise with outside contractors in the absence of the Hon Secretary & Housekeeper
- Liaise with other DEI staff to ensure keyholder continuity
- Attend the weekly diary meeting
- General reception duties in the DEI office
- Other duties commensurate with post as and when required

Person specification

Skills and abilities

- Able to work flexibly as part of a team and considerate of the needs of others
- Good IT skills and ability to use WebCollect/ Net 2 Access & Quickbooks
- Able to communicate successfully in person and through electronic medium
- Able to organize and prioritise effectively

Knowledge and experience

- Customer care and reception
- Use of databases
- Experience of working in the library, museum or heritage sector desirable