

Administrative Assistant Advert Template

About the role:

We're looking for an Administrative Assistant to join us.

Joining our team you'll be responsible for providing general and administrative duties as well as answering the phones and greeting customers and visitors to our department. You'll be assisting with organising meetings and diary management; sorting and distributing the post and updating our databases. In addition you'll be undertaking routine financial processes and help with other duties as directed.

Key Requirements:

You will need to have good and accurate literacy, numeracy and administrative skills and the ability to analyse information to solve general queries. You'll also need good keyboard skills.

As you'll be managing a variety of relationships with different stakeholders, it's important you have good communication skills and can work on your own initiative.

Good planning and organising skills are key for this role and you should be used to working under pressure to meet deadlines allowing flexibility and resilience.

For further details please see the attached Job Description and Person Specification.