

Administrative Support Officer Job Description

Job Title	Administrative Support Officer
Job Purpose	To work with all staff of Age UK South Lakeland to provide administrative support
Responsible to	HR and Admin Manager
Working with	All Age UK South Lakeland staff and volunteers, other third sector organisations, statutory organisation and the older people of South Lakeland
Responsible for	General administrative duties required
Hours	35 hours per week
Location	17 Finkle Street, Kendal, LA9 4AB

The post holder's main duties will include:

- ❖ Provide administrative support and assist with the daily management of the general office
- ❖ Assist in production of publicity/promotional materials and maintain Website.
- ❖ Work with Admin and Reception volunteers. Assist with Reception duties as and when required
- ❖ Assist with the outgoing postal systems
- ❖ Assist with arranging routine maintenance and repair of all office equipment
- ❖ Become proficient in the use of and day to day support of all organisational business equipment resources
- ❖ To actively participate in the process of "supervision" the frequency of which will be set by your line manager. Also to participate in the annual process of appraisals and review of your personal development plan
- ❖ To become apprised of and support the maintenance of all Age UK standards of operation and procedures.

Skills and Experience:

1. Wide ranging administration skills and experience
2. IT qualifications
4. Experience of using all Microsoft office applications
5. Knowledge of Adobe CS4 or willingness to learn
6. Knowledge of Websites or willingness to learn
7. Customer care experience
8. Ability to work under pressure
9. Working as part of a team
10. Flexibility.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Salary:

This is a full time position 35 hours per week. £15,207.00 per annum. There are five weeks paid holiday per year, plus public holidays and a pension scheme. A health benefit scheme is available for staff after completing a probationary period of six months.

Closing Date for applications: 25 May 2018 at noon

Interview dates: 31 May 2018