**JOB DISCRIPTION**

**Administrator Assistant**

1. **Salary – Negotiable**
2. **Hours – 20 hours per week**
3. **Accountability – Accountable to Centre Manager**
4. **Main purpose of the Job**

The Administrator Assistant will be responsible to handle daily office tasks such as answering the phone calls and passing the messages to relevant person, checking emails, dealing with daily post in and out and keeping records, dealing with service user’s enquiries around transport and meal bookings. Keeping and maintaining stock records and reordering. Using computer for typing letters, memos, Spread sheets, Excel, PowerPoint, bookkeeping, filing, photocopying and Minutes taking at the meetings. Collecting monies from staff for daily charges. Working with other Team members in the day centre if required. Updating and managing AERC website, and social media.

Working with the Centre Manager and the team with organising and planning events.

1. **Main Area of Work**
* To provide support and assistant with the daily Admin duties at the office
* Answering phone and dealing with service users and other calls and enquires.
* Ensuring messages are related to relevant person promptly and in writing.
* Responding to emails and forwarding the emails to Centre Manager.
* Logging post in and out in the registered
* Updating all documents on ongoing basis, i.e. Transport sheets, meal sheets, communication sheets and all relevant documents for Day Centre and Day Care.
* Collecting monies and signing from staff for daily charges and any other collection i.e. Trips/events/fundraising and donations and keeping a record.
* Keeping all records and systems on the computer up to date.
* Ensuring the Data Protection policy is followed at all times.
* Scanning, photocopying, printing as and when required by Centre Manager.
* Keeping and updating meetings record and taking minutes
* Keeping all equipment’s well maintained.
* Updating and keeping the records of all Stock and reordering when required.
* Bookkeeping on ongoing basis for the preparation of Annual Accounts as required by Accountants.
* Keeping office clean and tidy.
* Updating the filing on ongoing basis.
* Provide help and support at the day centre as and when required with activities.
* Collecting information from Activity Co-ordinator for monitoring and evaluation purposes.
* Updating and uploading information and photos on AERC website and Social media with the support of Activity Co-ordinator.
* Working collaboratively with the BOT,

 Centre Manager to produce marketing martial such as Newsletters.

* Any other duties requested by Centre Manager.