

Larkhall and District Volunteer Group

Job Profile – Admin Assistant

Job Purpose

To provide admin support to the Management team and staff of Larkhall and District Volunteer Group.

Main Tasks of the Job

1. Welcome visitors, respond to their enquires and/or direct them to the appropriate staff or location. Provide front line customer care to members and volunteers by phone, email, and face to face, in line with LDVG policies and procedures.
2. Ensure that the building is maintained throughout business hours with regards to appearance, cleanliness, and security. This includes, but is not restricted to, setting up equipment and catering supplies for events and following the lock up procedure.
3. Track and manage inventories for office, cleaning, and food supplies, restocking as necessary.
4. Coordinate resources, volunteers and third parties to ensure the effective running of projects as allocated by the Volunteer Coordinator. For example, this may include Lunch Clubs, Call Line, and Handyperson service and can be subject to change.
5. Conduct clerical duties including, but not restricted to, filing, photocopying, shredding, scanning, taking, writing, and distributing minutes, responding to phone calls and emails, and preparing documents.
6. Update and maintain records for all services provided by LDVG using computerised and manual systems, at all times preserving confidentiality and in compliance with GDPR.
7. Collate information and format documents as and when required (i.e. annual report, quarterly newsletter).

Job Requirements

- Has experience of formatting, maintaining, and inputting data to database systems.
- Proficient in MS Office applications.
- Must have previous experience in administrative role.
- Must have an awareness of and ability to comply with equal opportunities policies.
- Is willing to learn and is open to new ways of working.

Skills

- Provide excellent customer care.
- Ability to multi-task and prioritise projects.
- Excellent written and verbal communication skills.
- Is proactive and disciplined.
- Confidence when speaking to people at all levels, including groups.

Job Information

- Hours – 9am to 4pm, Monday to Friday
- Salary – £9.54 per hour (April 2021)