

## JOB DESCRIPTION

<b>Post Title:</b>	Apprentice Business Administration
<b>Post Reference:</b>	TVCA
<b>Grade:</b>	£9.50 p/h
<b>Duration:</b>	12 months
<b>Responsible to:</b>	Senior Administration Officer

### Job Purpose

To provide administrative support to the Governance and Office Management Team. To assist the Governance and Office Management Team to provide an efficient and effective administration/reception service to the Tees Valley Combined Authority.

### Duties & Responsibilities

1. Undertaking a range of Administration duties including:
  - Printing documents & publications
  - Photocopying, scanning & faxing
  - Receipt, distribution, collection and dispatch of mail
  - Cheque and petty cash handling
  - Raising invoice requisitions
  - Diary management
  - Booking meeting/conference rooms
  - Maintaining inventory
  - Booking travel
  - Dealing with telephone/email enquiries
  - Ordering supplies, services and works
  - Filing & information management
  - Scanning and indexing
  - Typing
  - Reception duties and customer/visitor care
  - Basic health & safety
  - Basic premises administration
  - Administrative support for meetings
  - Taking minutes of meetings
2. Maintaining attendance at both work and college to enable satisfactory completion of qualifications.
3. Using Information Technology which includes Microsoft Office and in house systems.
4. Making a positive contribution to the design, implementation and maintenance of office systems and procedures.
5. To shadow colleagues as directed.
6. To establish effective working relationships with other departments and external agencies as appropriate.

7. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
8. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
9. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authorities health and safety rules and legislative requirements.