Administrative Assistant

Reports to: As Required
Direct reports: N/A

Evaluation: **410** points
Grade: **N4**
Reference: **AA512**

Purpose

To provide comprehensive administrative support to North East Museums.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Create and maintain records, organise, take notes and progress actions of meetings, maintain office systems and diaries, make room bookings, order refreshments and make travel arrangements as appropriate.

2. Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.

3. Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables.

4. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.

5. Account for, reconciliation and security of, petty cash and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.

6. Liaise with staff and customers as appropriate to meet the requirements of the service including the provision of reception services where appropriate.

7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery. To promote and implement our Equality policy in all aspects of your employment.

8. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.