

**ADMINISTRATION ASSISTANT
JOB DESCRIPTION**

JOB TITLE	ADMINISTRATION ASSISTANT
BASE	RENFREWSHIRE CARERS CENTRE UNIT 55 EMBROIDERY MILL ABBEYMILL BUSINESS CENTRE PAISLEY PA1 1TJ
HOURS	25 HOURS
SALARY	NATIONAL MINIMUM WAGE DEPENDANT ON AGE
DURATION	FOR THE DURATION FUNDING
AIMS OF POST	PLAY A KEY ROLE IN THE CENTRE; RESPONSIBLE FOR PROVIDING RECEPTION COVER AND CLERICAL AND ADMINISTRATIVE BACK UP TO THE OFFICE ADMINISTRATOR & OTHER CENTRE STAFF.
MAIN TASKS & RESPONSIBILITES	RECEPTION COVER & GENERAL ADMIN DUTIES

MAIN TASKS AND RESPONSIBILITIES

Reception

1. Welcome Carers and other visitors to the Centre, as the first point of contact.
2. Receive telephone enquiries and keep records of calls on the Outlook Telephone Log
3. Provide assistance for service users as required.
4. Ensure reception area and 2 x interview rooms remain tidy and suitable for visitors.
5. Provide tea & coffee for visitors.

Clerical and Administrative Support

1. Process and circulate incoming and outgoing mail.
2. Responsible for updating and upkeep of ACT database.
3. Operate photocopying machine and franking machine.
4. Administer Centre petty cash small float.
5. Check equipment and stationery supplies (franking machine, copier & printers) and reorder where necessary.
6. Provide assistance with word processing, correspondence and information storage to Centre Staff.
7. Assist with social media updates and keeping the website up to date.

8. Booking and set up and clearing of meeting rooms.
9. Any other duties appropriate to the post which may be required.

RENFREWSHIRE CARERS CENTRE

ADMINISTRATION WORKER

PERSON SPECIFICATION

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Ability to function effectively in a team work setting.
- Ability to work under own initiative.
- Have an understanding of Carers support needs.
- Have excellent communication and interpersonal skills.
- Be competent working with word processing and other information technology.
- Have the ability to work with an anti-discriminatory approach.
- Have an understanding of the need to observe confidentiality at all times.

Management Accountability

Responsible in the first instance to the Office Manager.