

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>:</b>	<b>ADMINISTRATIVE ASSISTANT</b>
<b>PLACE OF WORK</b>	<b>:</b>	
<b>GRADE</b>	<b>:</b>	<b>3</b>
<b>HOURS OF WORK</b>	<b>:</b>	<b>32 ½ HOURS per week</b>

#### 1. MAIN RESPONSIBILITY

- **To support the work carried out by specialist departments as required. To assist in the implementation of GMB policies and campaigns and to provide Officers with full administration support.**

#### 2. SPECIFIC TASKS AND DUTIES

##### 2.1 Core responsibilities

Each team has differing needs, however, there are core tasks and responsibilities required for the role as listed below:

- Administrative Responsibility for:
  - Administration of mail shots using mail merge;
  - Filing documents electronically and manually;
  - Any other ad hoc administrative duties as required;
- Co-ordinating the membership database to distribute employer codes to regions and monitoring codes in excel.
- Receiving logging and forwarding membership forms.
- Checking and logging invoices and arranging payment through the National Administration Unit (NAU).
- Ensuring Stationery Cupboard is fully stocked and ordering new items as/when required.
- Collection/distribution of post for specialist departments daily.

- Assisting in busy periods with any other ad hoc administrative assistance as assigned.
- In cases of annual leave and short-term sickness, providing cover to all specialist departments.

## **2.2 Additional tasks and responsibilities**

### **Team cover**

To provide cover in case of absence and assisting in special or emergency situations.

- Undertaking general office administration, including filing, photocopying, faxing, and scanning.
- Diary management, to include booking appointments, arranging meetings, preparation of paperwork and documents relevant to meetings.
- Dealing with all general enquiries to the department, by answering the telephone, responding to emails, taking accurate messages and passing on queries, as necessary.
- To assist in the establishment and maintenance of department records including: education, training, health, safety and environmental databases, ensuring efficient and accurate dissemination of information to members, Officers and Staff.
- To respond, after training, to first line enquiries from members and Officers on health, safety, and welfare at work.
- To assist in advertising and recruiting members on to Regional and National Education, and Political courses.
- To assist in the handling and accounting for Expenses Claims forms for student finances when attending courses.
- To assist in the preparation of reports for the Regional Secretary, and Regional Council.

### **Additional duties**

To carry out other duties as designated by the Specialist Departments according to operational requirements.

### **3. ESSENTIAL SKILLS REQUIRED**

- Ability to exercise initiative in dealing with problems and identifying solutions.
- Good standard of oral and written communication skills.
- The ability to prioritise the workload and meet deadlines, often under pressure.
- Knowledge of a range of windows-based applications including Word, Excel and Outlook, and able to use the internet for retrieving information.
- Good administration and organisation skills
- Accuracy and attention to detail.
- Flexibility, adaptability and enthusiasm.
- Team working is essential.