

JOB DESCRIPTION - Administrative Assistant

Job Title:	Leeds County Administrative Assistant
Reports to:	Leeds County Commissioner
Job purpose:	To complete the day-to-day administrative tasks necessary for the successful running of Leeds County activities.
Conditions of work:	<p>Open and lock the office.</p> <p>Occasional lone working.</p> <p>Occasional evening or weekend work.</p> <p>Attend training, events and meetings, as required.</p> <p>Attend an annual performance review.</p>
<p>Principle Responsibilities:</p> <ul style="list-style-type: none"> • Respond to post, emails and telephone calls in a timely, efficient and professional manner. • Administer bookings for Robin Hole, including liaising with visitors, updating the website, sending out information and banking payments. • Administer bookings for training events, including sending out timely reminders and information, and banking payments. • Administer bookings for large, county-wide events and provide support to the organising team, as required. • Administer resources bookings, including making recruitment and publicity materials available to volunteers on request. • Process badge applications, including programme awards, long service awards, Queen's Guide awards, and county-wide challenge/special event badges. • Provide support with updating GO records, including long service awards and training, as required. • Provide GO reports on request, such as long service awards, first response and safe space training, and volunteer lists. • Maintain office records, filing systems and computer files. • Maintain office resources, including placing stationery orders. • Prepare the Trefoil Centre meeting rooms for training events and meetings, including setting up equipment and printing out paperwork. • Provide administrative support, on request, to the County Commissioner, Office Manager and the Executive Committee. 	

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Required Skills and Experience:

- Experience of working in an office environment/administrative function.
- Good level of competency in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Experience of using communications systems, such as MailChimp, Zoom and social media.
- Good level of customer service provision, including answering general enquiries by phone and email, and providing a reception service at events, trainings and meetings.

Additional Skills and Experience:

- Experience of supporting large events.
- Experience of working with volunteers.
- Experience of note taking.
- Knowledge of Girlguiding and its online system, GO.
- Understanding of social media and webpage management.