

JOB DESCRIPTION

Job title:	Administration Assistant
Location:	Weymouth
Reports to:	Office Manager

Main job purpose

The post holder will provide comprehensive administrative and clerical support within a financial services setting

Main responsibilities and duties

1. Provide reception services and deal with enquiries from new and existing clients
2. Take messages on behalf of qualified staff, dealing with routine enquiries and giving appropriate guidance (within defined boundaries) to the caller when required
3. To create, maintain and interrogate confidential computerised information records to ensure accurate and current data is maintained at all times
4. To undertake word processing duties, including letters, forms and templates and including complex documents on occasion
5. Provide other office services as required, including the maintenance of files and filing systems, collation of manual data, photocopying, distribution of information, incoming and outgoing post and preparation of minutes for monthly team meeting
6. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised
7. Any other lesser or comparable duties as required

Supervision & management

1. The post holder will be required to work under the direct supervision of the line manager
2. The post holder will not be required to supervise other staff

Resources

1. The post holder will have shared responsibility for small items of equipment
2. The post holder may have some responsibility to handle small amounts of cash

Working Environment

1. Work is subject to interruptions to deal with queries from clients via telephone or face to face
2. Majority of work will be computer/keyboard based, but with regular opportunities for breaks away from the computer to undertake other work
3. Lone working may be required by the post holder, with key holder responsibilities.

Date prepared: May 2013

Date reviewed: January 2023