

JOB DESCRIPTION

Job Title: Administrator

Department: Operations

Reporting to: Operations Manager

Location: Dunstable

Objective: To assist within the departments at Cura with the day to day administration duties, being responsible for helping out in a department that requires help on that day.

Key Responsibilities:

1. Assisting the Operations Manager
2. Filing.
3. Interacting with Computers using computers and computer systems including hardware and software.
4. Developing constructive and cooperative working relationships with both internal colleagues and external suppliers, and maintaining them over time.
5. Communicating with people outside the organisation, representing the organisation to customers, the public, government and other external sources. This information can be exchanged in person, in writing, or by telephone or email.
6. Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
7. Respond to customer and supplier inquiries about order status, changes or cancellations.
8. To respond promptly to all customer line telephone calls.
9. To complete additional ad hoc project work, as required.
10. To provide cover during periods of work load peaks, holidays and unscheduled absences for colleagues.

This is a part time position, hours required to work are 1:00pm to 5:00pm Monday to Friday.

This document is not exhaustive and you are expected to undertake any other duties commensurate with the post, as necessary from time to time.

PERSON SPECIFICATION: - ADMINISTRATOR

QUALITIES	ESSENTIAL	DESIREABLE
FORMAL QUALIFICATIONS:	<ul style="list-style-type: none"> • Good standard of education 	
KNOWLEDGE:	<ul style="list-style-type: none"> • Sound knowledge of the Microsoft Suite (Word, Excel, Access, PowerPoint etc). 	<ul style="list-style-type: none"> •
EXPERIENCE:	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
SKILLS:	<ul style="list-style-type: none"> • Administration skills • Organisational skills • Good people skills • Sound communication skills • Ability to handle challenging situations • The ability to work as a team member 	
PERSONALITY/MOTIVATION:	<ul style="list-style-type: none"> • The ability to work accurately under pressure • The ability to work on own initiative • Self-motivated • Flexible attitude • Demonstrates a proactive attitude. 	<ul style="list-style-type: none"> • Wishes to play an integral part within an actively progressive environment.
PHYSICAL REQUIREMENTS:	<ul style="list-style-type: none"> • Good health • Smart appearance 	
INTERESTS:		<ul style="list-style-type: none"> • Proactive in personal betterment
CIRCUMSTANCES:	<ul style="list-style-type: none"> • Live within reasonable distance/commute of the office location 	