

Admin Assistant

**Choice**

**Job Description**

MAIN RESPONSIBILITIES:

1. General Admin
   1. Provide a professional administration service for the Association.
   2. Carry out general admin duties including taking and relaying messages as appropriate as and when required.
   3. Dealing with general operations enquiries and referring to others as appropriate.
   4. Assist with the organisation and logistical arrangements for meetings to include room bookings and hospitality.
   5. Provide administrative and secretarial support, carrying out defined tasks and projects as required to include word-processing documents, data input using in-house databases/programmes, spreadsheets, all aspects of communication with tenants, colleagues and suppliers (including face to face and telephone), photocopying, scanning etc.
   6. Assist with the maintenance of central, specialised and other records and document management systems, including computerised and financial systems.  On a day to day basis, ensure that documentation and other records are properly filed in a timely manner and readily retrievable.
   7. Update computerised records, data input, providing reports and performance statistics, as required.
   8. Assist colleagues with archiving of files, arrange appropriate form of storage and transportation as requested.

1.9 To undertake other such duties of a similar level of responsibility as may from time to time be reasonably required.

### General

Staff are required to be flexible in their work and to co-operate with their colleagues for the efficient, effective and economic operation of the Association.

Staff may be required to undertake a secondment or placement elsewhere, and the Association reserves the right to make such an arrangement where it believes this will benefit the Association.

In order to adapt to changes in operational circumstances the specific terms contained in this job description may be amended by the Association, so long as the core nature of the post is not changed.

**CHOICE**

**EMPLOYEE SPECIFICATION**

**Job Title:** ADMINISTRATION ASSISTANT

**Department:** Maple House, Knockbreda. Reserve candidates may be offered any future AA vacancies in either of our Belfast Offices - Maple House or Leslie Morrell House.

|  |  |  |
| --- | --- | --- |
| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
| **Attainments** | 4 GCSEs (Grades A-C) including Mathematics and English or equivalent | RSA Stage 1 word-processing or equivalent |
| **Experience** | At least 1 years’ experience of providing administration support | Secretarial duties  Adaptations process |
| **Specialist Knowledge** |  | IT applications  Previous experience of working within the housing sector. This may include departments such as Estate Management, Property Services, Finance, Procurement, Corporate Services, Development, IT and/or Human Resources. |
| **Aptitudes** | Good communication skills (both written & verbal)  Good organisation and computer skills  Working knowledge of Microsoft Office  Experience in providing a customer focused service and ability to work on own initiative  Ability to work to deadline and as part of a team | Customer care skills / awareness  Minute taking  Use of Housing Management Software Systems |
| **Disposition** | Self motivated;  Use own initiative |  |