

JOB DESCRIPTION
Administrative Assistant
Vacancy Ref: N1882

Job Title:	Administrative Assistant	Present Grade: 4
Department/College:	Facilities	
Directly responsible to:	Departmental Officer	
Supervisory responsibility for:	n/a	
Other contacts		
Internal:		
The post-holder is required to liaise with and support staff across the Division:l:		
<ul style="list-style-type: none">• Development and Project Delivery• Business Support• Operations• Commercial Services• Sport		
External:		
<ul style="list-style-type: none">• Visitors to the office• Suppliers, contractors and tenants• Enquirers through the general office telephone number and email address.• External Consultants• Other University Staff		
Major Duties:		
<ol style="list-style-type: none">1. Administration of the processes needed to support the work of the Facilities Division.2. To provide clerical and administrative support to the Facilities Division and the Heads of Departments including:<ul style="list-style-type: none">• Diary management, organising appointments;• Word processing, formatting documents, preparation of correspondence and other written communication;• Administer reports and spreadsheets;• Filing, photocopying;• Room bookings, including managing the room bookings for the facilities board room (B)^ and ensuring the room is tidy after use;• Catering requirements;• Travel requirements;• Maintaining levels of resources e.g stationary stock• Maintaining accurate records, both paper and electronic.• Managing invoices• Liaising on behalf of Heads of Department to ensure timely completion of tasks.3. Receiving and dealing with telephone calls and emails to the facilities inboxes. This includes the resolution of problems and deadline with complaints.4. Raising of purchase orders and invoices.5. Undertake the organisation and administration of meetings including preparation, collation and distribution of papers.		

6. To act as the minute secretary for a number of meetings and producing accurate minutes, maintaining meeting confidentiality.
7. Sorting incoming mail and receiving delivery's for colleagues in the office.
8. Receiving and welcoming visitors to the office and dealing with their enquiries.
9. Performing DSE assessments for colleagues in the office.
10. Organising and maintaining the Division's archive, including contracts and leases.