

July 2019

Office administrator/PA (part time) – job description

This is a part time position working 30 to 35 hours per week (over 5 days, specific hours may be negotiable), reporting to the directors.

Typical Responsibilities and Duties:

1. Assisting in the day-to-day running of the office:
 - Promoting a positive morale and team spirit in the organisation
 - Establishing and maintaining a computer based company contact database of clients and suppliers
 - Maintaining an up-to-date and efficient filing system, both electronic and paper based (on-site and off-site at storage unit)
 - Assisting with the smooth running of the office computer network, heating system, water machine, cleaning etc. (by way of liaison with the appropriate external support resources)
 - Maintaining stocks of office materials (inc. tea, coffee, milk etc.) and stationery
 - Main office telephone number answering – diverting calls as required
 - Management of staff vacation calendar
 - Management of website and email filter
 - Management of petty cash
 - Postal duties including labels, packaging and taking items to Post Office
 - Greeting visitors and offering refreshments
 - Preparing and tidying meeting rooms for pre-arranged meetings
2. Holding the position of ISO9001 internal quality auditor, reporting to the quality manager.
 - Assisting to ensure company compliance of ISO9001 quality procedures manual
 - Keeping check sheets and procedures tables up to date
 - Carrying out monthly audits
 - Preparing for quarterly management reviews
 - Carrying out yearly audit with external assessor



3. Assisting with the running of the company's in-house job system.
 - Creating annual/monthly jobs
 - Adding/updating/removing suppliers/customers/staff
 - Reporting
 - Invoicing
 - Checking jobs correctly processed
4. Assisting with online and document proofing and checking and document formatting, printing and binding
5. Assisting with the preparation of documents and reports using, for example, internet and telephone based information sources; preparing the resultant reports in Word, Excel and PowerPoint formats
6. Assisting with basic financial tasks, including the raising and placing of orders with suppliers, obtaining client purchase order numbers, paying in cheques to the bank
7. Assisting the team members with time management, diary planning, appointment making, travel and accommodation arrangements
8. Corporate gift preparation – monitoring and ordering of supplies, creation of gift baskets (at off-site at storage unit), liaising with delivery driver and with client on volumes and delivery

Key Qualities Required:

- Excellent organisational skills
- Computer literacy especially in respect of Microsoft Office
- The ability to work under pressure, to tight deadlines
- Good interpersonal skills
- Literate and numerate
- Trustworthy
- Willing to take responsibility

If you think you're up to the job, forward your CV and salary expectations to jobs@mms-marketing.co.uk

