Administrator Tasks:

Archiving

Board Meetings / AGM

PA to senior management team

Stationery Supplies

Supplies i.e. tea, coffee etc.

Receptionist management

Supervising paid and volunteer reception and administration staff

MAS admin support

Macmillan admin support

LAA admin support

Project specific admin support

Generalist Service admin support

Photocopying and scanning

Office equipment i.e. photocopiers / printers

Liaising with Trustees, stakeholders (including members of the public), funders and key individuals

General organisation and good housekeeping (keeping the place neat and tidy!)

Health and safety

Answering the phone and message taking

Post in and out

Master documents / template letters

Staff personnel files

Meeting room management

General administrative tasks