



## JOB DESCRIPTION

Name:  
Position: **Senior Administration Assistant**  
Reports to: Head of Administration  
Line Manager to: none  
Salary Band: £20k to £30k

### ROLE

Provide flexible, high quality administrative support to the Head of Administration in their administrative and corporate functions.

### RESPONSIBILITIES

#### Office Administration:

- Contribute to the smooth day-to-day running of B4RN's office and administrative systems.
- Source and administer preferential supply contracts (office equipment & consumables, utilities, etc.).
- Coordinate with IT department on all office equipment.
- Partner with HR to maintain office policies as necessary.
- Work with Head of Admin to maintain insurance policies.

#### Corporate:

- Address standard queries from potential and existing investors regarding shares and loans.
- Ensure records of shareholders are kept up to date in compliance with GDPR.
- Monitor share investments; enter on to SAGE and allocate to new-build project tracker.
- Create and manage mailshots for AGM and interest statements.
- Help organise shareholders' meetings.
- Handle sensitive information in a confidential manner.

#### Other:

- Contribute to the organisation of staff events, Open Days, and other B4RN events. These can sometimes take place outside usual office hours.
- Provide admin support to other departments during busy periods and provide cover during holidays.
- Any other duties as may be required, consistent with the position.

### REQUIREMENTS

- Proven administrative support experience.
- Knowledge of office management systems and procedures.
- Confident across the Microsoft Office suite.
- Up-to-date with latest office gadgets and applications.
- Excellent organisational, interpersonal and time management skills.
- Ability to multitask and prioritize daily workload.
- Excellent verbal and written communications skills.
- Discretion and confidentiality.