



## JOB DESCRIPTION

Name:  
Position: **Administration Assistant – Archiving (SMT)**  
Reports to: Corporate Support Officer  
Line Manager to: none  
Salary Band: £17k to £20k  
**This is a 4 month temporary post.**

### **ROLE**

B4RN is upgrading its filing and referencing systems. The role is to carry out the digitisation of corporate paper files and update geographical references to B4RN's coding. These tasks are estimated to last 4 months. This is a temporary post.

### **RESPONSIBILITIES**

- Scan hard copy files, check for errors and missing documents, and file electronically.
- Review the geographical ID codes on all documents, and where necessary upgrade to B4RN coding.
- Any other duties as may be required, consistent with the position.

### **REQUIREMENTS**

- Good computer literacy skills, including the standard Office programmes.
- Possess a high level of attention to detail with accuracy.
- Possess good organisational skills with the ability to work effectively as part of a team.
- Enjoy spotting and resolving problems and piecing together different sources of information.
- Be professional, enthusiastic and responsive in nature.
- Be reliable and confidential.