



**Broadband for the Rural North Ltd, Station Yard, Melling, Carnforth LA6 2QY
Registration no. 31352R**

JOB DESCRIPTION

Name: Name
Position: Administrative Assistant General
Reports to: Head of Finance and Administration
Line Manager to: None
Salary: £18k-20k (negotiable on experience and qualifications)

Note: This is a part-time (50%) post.

ROLE

- To provide general administrative support as required, across several departments.
- To work as part of a team, keeping things in order and undertaking clerical and secretarial duties in a well-organised and timely manner,
- To help with and ensure that day-to-day office tasks in Reception, HR and Corporate Support. are done smoothly when needed.

RESPONSIBILITIES

- Screen and direct phone calls and distribute correspondence.
- Handle requests and queries appropriately.
- General administrative duties such as filing, typing, copying, binding, scanning etc.
- Covering the reception desk when required.
- Greeting and assisting visitors to the office
- Handling sensitive information in a confidential and professional manner.
- Photocopying and printing out documents on behalf of other colleagues.
- Any other duties as may be required, consistent with the position that become necessary as part of the evolving role.

REQUIREMENTS:

- Have strong organisational and time management skills
- Have excellent attention to detail and a high level of accuracy.
- Have the ability to multitask and prioritize daily workload.
- Have a high standard of English spelling and grammar, with excellent oral and written communication skills
- Good computer skills including Word, Excel, MS Outlook, PowerPoint. MS Office
- Discretion and confidentiality.
- Have a good telephone manner and a lot of patience.