



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

## JOB DESCRIPTION

<b>Name:</b>	<b>Name</b>
<b>Position:</b>	<b>Administrative Assistant (SMT)*</b>
<b>Reports to:</b>	Head of Finance and Head of Infrastructure
<b>Line Manager to:</b>	None
<b>Salary:</b>	£21k-23k (negotiable on experience and qualifications)

### ROLE

- To provide high-quality personalised administrative support to the Head of Finance and the Head of Infrastructure in a timely and professional manner.
- To anticipate the needs of the Head of Finance and the Head of Infrastructure and act accordingly and proactively.

### RESPONSIBILITIES:

- Act as the point of contact between the Head of Finance and the Head of Infrastructure and internal and external stakeholders.
- Manage the schedules and workload of the Head of Finance and the Head of Infrastructure.
- Facilitate internal communication and maintain a strong working relationship with all departments.
- Act as a source of information for the Head of Finance and the Head of Infrastructure.
- Intercept and delegate tasks set by the Head of Finance and the Head of Infrastructure to relevant teams or take executive action when the task does not sit under any team's responsibility.
- Act as the responsible person to ensure the Head of Finance and the Head of Infrastructure obtain the required data to run their Department.
- Prepare and/or contribute to the preparation of reports, presentations and briefings.
- Any other duties as may be required, consistent with the position that become necessary as part of the evolving role.

### REQUIREMENTS:

- Strong organisational, time-management and problem-solving skills
- Ability to think proactively and prioritise work
- Have excellent attention to detail and a high level of accuracy.
- Have the ability to multitask and prioritize daily workload.
- Solid experience with office management systems and procedures
- Up-to-date with latest office gadgets and applications
- Excellent verbal and written communications skills
- High level of confidentiality, discernment and judgment
- Have a good telephone manner and a lot of patience.