

## **Job Description – Administrative Officer**

The person suited to this important role within DRCC will be highly motivated, with the ability to work independently and as part of a team. They will have a positive and flexible attitude in response to organisational development.

### **General administration support duties such as the following:**

- Be the first point of contact for the Head of Operations and Administration.
- Provide timely and efficient administration support and diary management to the CEO and Management Team.
- Coordinate internal & external meetings, i.e. meeting invites/room bookings and collation of back up documentation as necessary.
- Minute taking and circulation at various meetings, i.e. Management/catch up meeting etc.
- Monitoring all agreed actions are completed within deadline dates.
- Support our internal System Analyst with aspects of DRCC's CRM system (Training will be provided).
- A good working knowledge of Microsoft Office Suite, including familiarity of SharePoint.

### **Office Support duties such as the following:**

- Work with our team of receptionists on a rota basis to provide cover with support from others on the Admin team when necessary.
- Oversee the management of office supply requests along with the reception team who co-ordinate the procedures .
- Provide support with executing building maintenance requests using the DRCC Microsoft request form.
- Maintain office equipment, co-ordinate IT issues for resolution and provide 1-1 training to staff if required with our external IT consultant.
- Build a relationship with the DRCC 3<sup>rd</sup> party providers and maintain the contacts register.
- Supporting staff with their online file management procedures.
- Creation of Microsoft forms/logs of DRCC processes to ensure smooth running of organisation for access by all staff.
- Creation of documents to support staff, from general “how to's” to specific guides for staff, share the links and file in folders on SharePoint.
- Maintain the DRCC Asset Register.

### **Meetings and Events**

- When there are face-to-face meetings in the office, coordinate these meetings, as requested.
- Organise room bookings online and room set up, teas & coffees.
- Set up any tech required.
- Rearrange the room after the meeting & anything else that may be required.

The above is a guide to the duties of the Administrative Officer that you will deal with; however, this list is not an exhaustive list.