



**Administrator**

**First Base**

**Job Description**

**Ref: 021**

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## **Job Summary**

The post-holder will provide a comprehensive administrative and secretarial service to the project.

## **Responsible To**

- Operational Manager and Deputy Manager of First Base and through line management to BHT's Board of Management

## **Significant Working Relationships**

- a) First Base staff
- b) Finance and HR departments
- c) Other agencies concerned with the interest of the Project's clients and business

## **Duties / Responsibilities**

### **Secretarial**

1. To provide administrative and secretarial service to First Base.
2. To prepare reports as necessary.
3. To minute meetings as necessary.

### **Administrative**

4. To liaise, as appropriate, with other statutory and independent agencies to arrange appointments, etc.
5. To carry out general administrative tasks, e.g. booking rooms for meetings, etc.
6. To maintain an adequate stock of office stationery and cleaning materials.
7. To carry out word processing and spreadsheet work and to set up, maintain and keep updated such computer databases as required to carry out the First Base's work, using mainly Microsoft Office packages.
8. To arrange and attend meetings, take minutes and prepare agendas, as required.
9. To maintain petty cash, including calculating and returning to Head Office bi-weekly as well as complete monthly credit card returns.
10. To maintain invoicing systems used for First Base Social Enterprise operations.

11. In conjunction with the Operational Manager to report, co-ordinate and record maintenance and repair work and manage the telephone system.

### **Clerical**

12. To answer incoming telephone calls as required and take appropriate action.
13. Dating, sorting, recording and returning post.
14. Banking – cashing petty cash cheques and paying in income from other sources.
15. Maintaining electronic mailing lists.
16. Maintaining up to date service information for distribution to clients and agencies.

### **General**

17. To give general support to the First Base workers.
18. To act as first point of contact for enquiries from members of the public.
19. To undertake such other duties appropriate to the grade and character of the post as may reasonably be required.
20. To have the necessary resilience for a demanding and challenging role.

**It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.**

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**