

Job Description



Job Title: Admin Assistant (Operations)

Location: Flint

Responsible to: General Manager

Number of hours per week: 20 hours (4 hours daily – mornings)

Salary: £9,786 (£18,350 FTE)

Purpose of the job

Provide routine administration and financial support for the General Manager and operational delivery staff. Support the General Manager with day-to-day administration, ensuring that all office systems and procedures are effective and that the organisation operates with the greatest efficiency.

Summary of main responsibilities

Finance

- Be the key point of contact for customer/supplier invoice queries.
- Ensure all sales invoice requests and purchase orders are raised promptly and issued to finance.
- Manage the organisation's petty cash and ensure daily cash takings are paid into the bank.

Performance Management

- Record, monitor, analyse and submit (as required):
 - Household Bulky Waste, collections, number of pieces, tonnages.;
 - Void Clearance & Cleaning, number of homes, types of jobs, location, job duration;
 - Volunteer Hours and number of volunteers;
 - Any other performance measures that may be required for funders or commissioners.

Admin

- Provide routine administration support for the General Manager and operational delivery staff.
- Resolve office and IT equipment issues with support from external providers where appropriate.
- Liaise with compliance bodies relating to all WEEE weights and report accurate information to compliance bodies.
- Compete annual applications to compliance for AATF and FRN.
- Ensure Audits for compliance bodies are dealt with in a professional manner.

General

- Order PPE, tools and equipment as necessary.

- Prioritise own workload and show own initiative to ensure that deadlines are met and tasks are carried out effectively.
- Undertake any other reasonable duties assigned by the General manager.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Level 3 or equivalent qualifications including Level 2 Maths and English Grade C or above. • Experience in general administration and clerical duties. • Excellent IT skills, including Microsoft Excel and Word. • Experience of accurately recording data and information. 	<ul style="list-style-type: none"> • Understanding of Health & Safety and its application in work practices. • Experience of taking accurate minutes • Experience of the waste and recycling sector
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Experience of working in a team. • Ability to engage with people at all levels with an approachable and positive outlook. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to prioritise own workload to timescales and deadlines. • Ability to work on own initiative, as part of a team and support other staff members. • Excellent organisational skills. • Ability to meet set targets and deadlines. 	
Communication	<ul style="list-style-type: none"> • Well-developed communication and interpersonal skills both written and oral. • Ability to engage and work with people across the organisation. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Resources	<ul style="list-style-type: none"> • Ability to order goods and services as directed. • Ability to keep accurate records. • Ability to record and ensure accurate records of expenditure and performance measures. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality and maintaining confidentiality as appropriate. 	
Other	<ul style="list-style-type: none"> • Appreciation and understanding of Welsh heritage and culture. 	<ul style="list-style-type: none"> • Full driving licence.