

**Job Title:** Admin Assistant

**Reports to:** Head of Finance – Painshill Park Trust

**Working Hours:** 2 days a week – Part Time (16 hours per week)

**Working Location:** Painshill, Cobham, Surrey KT11 1JE

**Salary:** £18,000 pro rata

**Job Purpose:**

Painshill is a beautiful award-winning 158 acre 18<sup>th</sup> Century landscape garden created by Charles Hamilton. Currently attracting 100,000 visitors per year, Painshill has ambitious plans to drive visitor numbers, membership numbers and commercial activities over the coming years. This exciting new role has been created to help realise this vision. In this role you will provide administrative support to ensure the efficient operation of the office. You will support managers, employees and volunteers through a variety of tasks. You will communicate via phone and email ensuring that all administrative tasks are completed accurately and to a high standard in a timely manner.

**Main Responsibilities and Tasks:**

The Admin Assistant will:

- Answer and direct phone calls and respond to messages
- Monitor and respond to emails received into [Info@painshill.co.uk](mailto:Info@painshill.co.uk)
- Schedule and maintain appointments in the Company Calendar
- Maintain and update contact lists and training records
- Produce and distribute correspondence, letters and forms
- Monitor and order stationery, First Aid equipment and printing / franking supplies
- Assisting the Finance team with administration and filing
- Develop and maintain the company database/filing system
- Ad-hoc administrative tasks as requested by other office staff

**Skills and Experience:**

- Experience within an administrative / admin assistant role
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task
- Attention to detail and problem solving skills

- Excellent written and verbal communication skills
- Proficiency in MS Office and computer software systems
- Works well in a team and has a polite, friendly manner
- Due to our location, own transport desirable but not essential
- Some knowledge of finance systems would be useful

A personal commitment to an inclusive approach that values diversity.

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.