



Role Profile:

Administration Assistant

Reporting to:

Finance Director

The Organisation:

Painshill is a beautiful award-winning 18th century landscape garden which was created between 1738 and 1773 by the Hon Charles Hamilton. The 158-acre garden receives approx 200,000 visitors a 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.

Overall role:

In this role you will provide administrative support to ensure the efficient operation of the office and the Park. You will support the Director, Finance Director, 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.

Hours of work:

37.5 per week (Full time)

Salary: £23,000 - £24,000 pa (FTE)

Main responsibilities and Tasks:

<p>The Admin Assistant will:</p>	<ul style="list-style-type: none"> • Answer and direct telephone calls and respond to messages • Monitor and respond to emails received centrally • Open and distribute post • Schedule and maintain appointments in the Company Calendar • Maintain and update contact lists • Take and distribute notes of weekly staff meetings • Arrange and take minutes for SHEF (H&S) meetings and update CMP (Crisis Management Plan) as required • Check and replenish First Aid Boxes across site monthly • Maintain and update Training records and book Training as required • Produce and distribute correspondence, letters and forms • Monitor and order - stationery, First Aid equipment, printing / franking supplies, office consumables • Submit printer meter readings • Develop and maintain the company database/filing systems • Organise staff Christmas Celebration & other staff events as required • Provide support to the Fundraising Manager and assist with administrative tasks as required • Assist the Finance Team with administration & filing • Assist Director and Finance Director with administrative tasks and arrangement of meetings as requested • Moving visitor bookings as required • Ad-hoc tasks as requested by other office staff
<p>Skills and Experience:</p>	<ul style="list-style-type: none"> • Experience within an administrative / admin assistant role • Knowledge of office management systems and procedures • Excellent time management skills and ability to multi-task

	<ul style="list-style-type: none">• 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• A flexible working approach
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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.