



**Chapeltown Youth Development Centre, CFYDC (Chance)
Wishes to recruit**

Office Administrator for The Community Tackle It Project-10 hours a week

This project is funded by The Big Lottery Fund through the National Lottery

We are looking for an Administrative Officer to join our team and support our daily office procedures.

A successful Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organising company records. If you have previous experience as an Office administrator or similar administrative role, we'd like to meet you. Our ideal candidate also has working knowledge of office equipment and office management tools.

Ultimately, you should be able to ensure our administrative activities run smoothly on a daily and long-term basis.

Responsibilities

- Manage office supplies stock and place orders
- Manage Petty cash
- Process all payments including salaries and wages
- Prepare regular reports on expenses and office budgets
- Organize a filing system for important and confidential company documents

- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Requirements

- Proven work experience as an Administrative, or similar role
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail
- High school diploma; additional qualifications in Office Administration are a plus

This project has three years of funding until **March 2021.**

The closing date for your application is Friday 01-June 2018 at 5.00 pm.

Interviews will be held on Thursday 07-June 2018

For an application pack please contact CYDC/CFYDC (Chance) office telephone no 01132-623233 from 9am to 3pm Monday to Friday or email us on cfydc@yahoo.co.uk Any Problems Please Text or call Senior Lead Mr L James on 07702684722

