



Job description: Administration Assistant

This is a varied role ideal for someone who enjoys all aspects of office operations, learning and being a key support to the wider team.

Salary: £26,824 - £28,598 pro rata (depending on experience)

Location: Intec, Parc Menai, Bangor

Hours of work: 2 / 3 days

Reports to: Operations Manager, Carers Outreach Service

Specific Duties

Support our Administration Officer to:

1. Respond to emails from carers and professionals and ensure accurate information is provided.
2. Adhere to our house style / branding guidelines to produce written materials that are accessible to all.
3. Complete sundry office tasks as needed, e.g. minute taking, social media postings, contributing to The Carer newsletter, stationery ordering, dealing with daily post in and out.
4. Use our existing monitoring and evaluation systems to record work done and outcomes of work with carers.
5. Attend meetings and training courses as required, including staff meetings and supervision sessions.

General Duties

1. Be committed to the work of Carers Outreach Service.
2. Work within the organisation's policies and procedures and in accordance with the organisation's values, mission, and strategic plan.
3. Undertake any other duties that are commensurate with this role.