Job Description

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| **Employer:** | Active Black Country Limited (ABC Ltd) |
| **Job title:** | Business Administrator |
| **Department:** | Central |
| **Location:** | 1st Floor Neville House  Steelpark Road  Halesowen  B62 8HD |
| **Contract:** | Permanent |
| **Salary:** | Circa £25,000 per annum |
| **Hours of work:** | 37.5 hours per week with additional hours worked as necessary for the proper performance of duties |
| **Reporting to:** | Chief Executive Officer |

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| **Job purpose** |
| The Office Administrator role will contribute to the smooth delivery of our work and projects by ensuring that business administration tasks, documentation and payments and registers are maintained and completed along with co-ordination of office activities and operations to secure efficiency and compliance to required policies. |
| **Main duties** |
| Responsibilities will include but are not limited to:   1. Handling email and telephone enquiries. 2. Providing secretariat support to the Board of Directors, Chief Executive & Business Operations Manager, including establishing meeting schedule and minutes. 3. Supporting the financial administration - raising invoices, chasing payments, grant and contract paperwork. 4. Preparing the weekly payment run/schedule. 5. Producing reports and documents as required. 6. Maintaining the registers, computer and hard based filing systems. 7. Adhere to the Data Protection Act and maintain confidentiality at all times. 8. To adhere to all relevant Active Black Country Limited policies and procedures at all times. 9. Undertake any other duties as may be appropriate. |
| **Person Specification** |
| 1. General administration and data entry experience. 2. Strong organisational and time management skills, with an ability to prioritise and meet deadlines as and when required. 3. Good communication skills, both spoken and written. 4. Customer focused approach with ability to communicate with internal and external partners. 5. Excellent computer literacy skills in office 365 - specifically Excel & word. Any previous finance system experience would be an advantage. 6. Ability to multitask and work on own initiative. 7. Ability to work under pressure in a fast paced working environment delivering high standards at all times. 8. Willingness to learn and develop new skills. 9. An ability and willingness to work as part of a team and to make an effective contribution to the work of ABC Ltd. 10. Willingness and interest in keeping up to date with developments and trends in the Sport and Physical Activity sector. |

**Last updated:** 05.02.24

**Date of next review:** 05.02.25