

Role: Administrator

Hours	15 hours per week over 5 days (Monday to Friday) including evenings, weekend and bank holidays where necessary, e.g. during events (with time off in lieu subject to agreement with line manager). Specific hours to be agreed.
Annual Leave Entitlement	28 days pro-rata including Bank Holidays
Reporting to	BID Manager
Salary	£7,000 (FTE £17,500)
Start Date	February 2019
Location	44-45 Market Place, Chippenham, SN15 3HU

Job Purpose

The Administrator assists the BID team with administrative support for all project areas and support the BID team with general office support to deliver the BID projects and objectives.

Job Summary

Facilitating office organisation and communication by performing administrative duties and acting as a receptionist.

Key Responsibilities

- Providing office support to colleagues including both Board members and Chippenham BID employees
- Keeping well-organised files and records of business activity
- Keeping computer databases up to date
- Interacting with levy payers and suppliers both by phone and in person
- Answering phones, taking messages and connecting calls
- Collecting and inputting company data
- Preparing documents by printing, copying, and binding
- Supporting the administration of the Chippenham events programme
- Undertaking updates on the company website
- Writing and editing company correspondence
- Collecting and sorting post
- Assisting with minor technical support
- Scheduling appointments and events
- Ordering office stationery and other supplies
- Preparing meeting rooms by setting up chairs and getting refreshments
- Participating in office meetings and taking meeting minutes
- Giving feedback on office efficiency and suggesting possible improvements
- Being ready for any other administrative tasks that are required

Required skills

- Good IT skills; fully confident on Microsoft office (Word, Excel, PowerPoint, Outlook, etc.) and with web-based work
- Excellent verbal and written communication skills
- Ability to work flexibly in a small team and autonomously
- Strong organisational and administrative skills
- A confident self-starter with the ability to tactfully use initiative and take a proactive and positive approach to getting things done
- Keen to learn new skills
- To be able to work effectively as part of a team
- To demonstrate a versatile and positive approach

Desirable skills

- General understanding of the opportunities and challenges for local town centre economies
- General knowledge of Chippenham town centre and/or Wiltshire economy

Personal Qualities

- Confident
- Good telephone manner
- Personable
- Friendly
- Approachable

Qualifications

Five GCSEs A*-C including English and Maths or equivalent experience.