

**JOB DESCRIPTION**

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| **Job Title** | Administrative Trainee |
| **Responsible to (name of line manager)** | Head of Operations |
| **Responsible for (names staff managed)** | N/A |
| **Location** | 77, Wells Street, London |

**Purpose**

Responsible for providing efficient, and varied, administrative support across the organisation. You will be supported and trained by the Head of Operations.

**Principal tasks and responsibilities**

**Administration**

* Providing varied administrative support for the organisation across all departments
* Providing ‘front-line’ and front of house support for the organisation regarding answering the phone, greeting visitors and accepting deliveries etc.
* Directing calls to appropriate staff, distributing incoming mail etc.
* Organising and overseeing effective mail delivery systems and the dispatch and franking of all mail including publication orders
* Providing direct logistical support for in-house and external events including courses, events, award ceremonies and meetings (venue and catering booking etc.)
* Organising the ordering of stationery and equipment and responsible for maintenance call outs for office machinery
* Organising travel and accommodation arrangements for staff team
* Providing board support via preparation of papers, taking minutes and organising relevant catering and travel arrangements etc.
* Monitoring the progress of events etc.
* Updating shared databases / contact management systems to ensure that accurate information is held across all departments
* Stock-taking and monitoring of BUFVC publications
* Assisting with the compiling, setting up and amendment of booking forms contained on website
* Undertaking clerical duties including filing, data entry and photocopying
* Providing off-site reception at events when required
* Providing support for projects when required
* Organising mail-outs
* To undertake such other duties and training as may be reasonably required by the organisation or line manager to further the vision of BUFVC

**Please note**

This is a description of the job as it is presently constituted. It is now BUFVC’s practice to periodically review job descriptions and to update them from time to time. This process will be conducted in consultation with you. It is the aim of BUFVC to reach agreement on any changes but if agreement cannot be reached, it reserves the right to insist on such changes, after consultation with you.