

## **ROLE DESCRIPTION**

**Position:** Business Administration Assistant

**Reports to:** Centre Manager

**Location:** Caistor Arts and Heritage Centre

### **Primary Functions**

To provide administration support to the Centre operation  
To assist the Centre Manager with delegated administration tasks  
To provide support for events and activities held at the Centre

### **Duties**

To assist with the creation of the Centre Office Manual, create instruction sheets for all office procedures and duties.  
To assist with the monthly administration for the payroll  
To be responsible for the image and film archive; to upload images and films to the "Caistor Stories Website" using the CMS system  
To be the "Energy & Environmental Champion", working alongside the manager to implement actions from the energy audit and to seek new ways to save energy and finance.  
To deal with general enquiries by phone and in person  
To take messages for staff and volunteers  
To assist with the maintenance of the Centre's databases  
To collect post from the café action as appropriate  
To carry out photocopying and printing  
To check change floats daily and reimburse the change floats  
To process café takings for banking  
To assist with general filing and archiving  
To assist with the setting up of tables, chairs and equipment for pre-booked events within the building as per the clients or Centre Managers instructions  
Additional duties as required within the general scope of the post.

### **Essential Skills**

Excellent Computer skills  
High Standard of work.  
Good organisational skills.  
Must be able to motivate yourself

### **Desirable Qualifications**

Knowledge of databases