

## JOB SUMMARY

<b>Post Title</b>	<b><i>Building 41 Admin assistant</i></b>						
<b>Job Family</b>	<i>Business Support</i>	<b>Pay Range</b>	<i>4</i>	<b>Line Manager to others?</b>	<b>Yes /No</b>	<b>Role profile ref</b>	<i>BS04</i>
<b>Service Area</b>	<i>Economic Development</i>						
<b>Line Manager</b>	<i>Chris Brammall</i>						
<b>Location</b>	<i>Building 41</i>						

<b>Job Purpose</b> 1-2 sentences <b>To provide Receptionist, facility support, admin support and marketing and event support for Building 41.</b>			
<b>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</b> 6-8 bullet points max <ul style="list-style-type: none"> <li><b><i>To provide front of house services at Building 41 and ensure quality customer service</i></b></li> <li><b><i>To support the Economic Development Team and associated contractors in delivering the activities associated with Building 41, by taking a lead role in administration and events organisation</i></b></li> <li><b><i>To ensure that project delivery and finance records are kept up to date (working with IWC finance department)</i></b></li> </ul>			
<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Practical experience within the relevant working environment.	<i>Dealing face to face with customers</i>	<b>y</b>	
Working knowledge of relevant processes and systems.	<i>General council admin systems</i>		<b>y</b>
Knowledge of the service provided in own area.	<i>Event support</i>		<b>y</b>
ICT skills including use of Microsoft applications.	<i>Outlook, Word and Excel</i>	<b>y</b>	
Good verbal and written communication skills.	<i>Dealing with customers</i>	<b>y</b>	
Numerate and accurate with attention to detail.	<i>Accurate record keeping with an attention to detail</i>	<b>y</b>	
Understanding of how to deal with customers appropriately.	<i>Ensuring good customer service with a range of professional clients</i>	<b>y</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE			<b>y</b>
Level 2 Business Administration or equivalent (including a requirement to work towards this level) or able to demonstrate equivalent experience.			<b>y</b>
<b>Other Requirements</b>			
RSA II (Word Processing) or equivalent professional qualification may be required.			
May require relevant certifications including evidence of fluency in English language.			
<b>Organisation Structure (optional)</b>			

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