

Administrator Job Description

To provide administrative support to the Trustee Board, CASL management, and specialist teams.

To ensure accurate and timely recording of data for current contracts.

Correspondence, reports and other documents

- Prepare and submit monthly report to East Midlands Money Advice Service (EMMA)
- Word process letters, documents and reports as required.
- Maintain statistics and collate and produce to a prescribed format.
- Produce information from spreadsheets and databases.

Administration

- Use photocopier, printer and other office machines as appropriate.
- Create and maintain filing systems in accordance with organisation systems and procedures.
- Open, record and distribute incoming post, and prepare outgoing mail for posting.
- Maintain and order stationery supplies.
- Answer the telephone and refer calls or take messages.
- Send and respond to email.
- Make payments from petty cash within predetermined limits.
- Minute meetings as and when required

Other duties and responsibilities

- Help to arrange events.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Any other relevant administrative and support duties required to ensure the smooth running of CASL.