

Job Description

Administrative Officer

The Office of: Paul Waugh - Rochdale

Employee Name:

Job title Administrative Officer

Salary band £10,081 | 15 hours a week (0.4 FTE £25,202 pro rata)

Location Rochdale

Key responsibilities

- Assist with arrangements for events; this may include: venue research and bookings; compiling and managing guest-lists; liaising with suppliers; and providing on-the-day event support as required
- Database management using office software (e.g. Microsoft Office) to handle administrative cases
- Diary Management
- Efficient data and file management to ensure the office complies with the data protection legislation
- Engage professionally, confidentially and with care and integrity with members of the public, through a variety of methods
- Handling administrative arrangements for meetings with members of the public/MP surgeries
- Liaise with suppliers when required regarding office supplies and security
- Minute taking
- Open, handle and action email, post and social media enquiries
- Photocopying, filing, record-keeping and typing correspondence
- Provide administrative support in relation to MP's expenses scheme via IPSA Online
- Respond to enquiries by telephone, e mail and social media, passing on queries to another team members/MP as appropriate

Additional responsibilities

