# JOB DESCRIPTION

| Job Title: | Admin Assistant |
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| Department / Unit: | IT Department |
| Job Type | Part-time, Permanent |
| Grade: | 4 |
| Accountable To: | Admin Manager |

## Purpose of the Post

The Administration team is responsible for the smooth running of administration and financial support across IT as well as providing support to the senior staff in the department. The post holder is expected to support the Admin Manager in delivery of this service across a wide range of duties. This is a varied role and requires the post holder to balance their time carefully to ensure that planned tasks are completed to schedule whilst providing a quick and efficient response to requests as they arise on a day-to-day basis.

## Key tasks

- Raise and process purchase orders
- Organize and maintain departmental office supplies and equipment
- Order supplies and maintain annual order contracts using the College's electronic Agresso system and process receipts and other associated invoicing tasks
- Keep abreast with personnel changes in the department and maintain relevant organisation charts
- Liaise with Estates and Campus Services and other service providers on housekeeping matters and maintenance requests
- Provide personal assistance to all senior members of the IT department and administrative support to the department
- Arrange meetings and room bookings
- Arranging travel and accommodation
- Miscellaneous administrative tasks

## Other Responsibilities

- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.