



ADMINISTRATOR – JOB DESCRIPTION

Salary: £20,000 per annum, pro-rated

Hours: Part time (21 hours per week)

The mission of the Calvert 22 Foundation is to nurture and celebrate the culture and creativity of the New East – eastern Europe, the Balkans, Russia and Central Asia – enriching perceptions of the region and furthering international understanding.

Calvert 22 Foundation is a not-for-profit organisation committed to dialogue and discovery, to the development of international creative networks, and to the role of learning and education as the basis for knowledge sharing and institutional exchange.

Main duties and responsibilities:

- Responsible for general office administration including post, organise meetings, answering the phone/door and general enquiries.
- Ensuring the office, meeting room and kitchen spaces are kept tidy and clean and maintaining the supplies for these areas .
- Support members of staff with the upkeep of general office systems and documentation relating to the foundation and across all relevant systems maintain an organised filing system and record updates.
- Maintain the contact database across the specific areas designated to the role.
- Support the Office Manager with all aspects of Health & Safety and Security procedures for the building and office.
- Deal with any day to day IT troubleshooting maintain all relevant IT related documentation.
- Assist with recruitment campaigns and basic HR duties.
- Organise any travel for the Director and the Calvert Journal team if required. Lend assistance with any general office travel bookings and arrangements.
- Shared responsibility for the opening up and closing down the public spaces each day, as well as the offices when the staff members are absent.
- Assist the Project Finance Manager with processing invoices, credit and debit card receipts and petty cash expenses.

Person Specification:

- Reliable with a positive solutions oriented attitude.
- Ability to manage a diverse, at times heavy, work load within a fast paced and flexible organisation.
- Ability to multi task.
- Focused and discreet individual with attention to accuracy and presentation.



Experience:

- Experience of working in office administration or PA role.
- IT literate and in particular a working knowledge of Microsoft Office.
- Basic working knowledge of financial, health & safety and human resource policies and systems.

To apply for this position please send your CV and covering letter (maximum one page) detailing your suitability to jobs@calvert22.org. Please state the position you are applying for in the email subject box. Applications will be reviewed on a rolling basis. Closing date for applications is Friday 14th July 2017.