



Job Description

Job Title	Administrative Assistant
Purpose	Support office, project and event administration
Reports to	Office & Events Manager

Direct Reports

Main Responsibilities

1. The first point of contact for the ILC-UK office; answering the phone, opening and distributing post, greeting visitors, dealing with all general enquiries from staff and members of the public.
2. Provide administrative support for staff including arranging internal and external meetings, booking any travel/ accommodation needs, stationery and co-ordinating internal office communications and team meetings.
3. Co-ordinate any office maintenance including issues with any office equipment and repairs.
4. Provide administrative support for events including booking rooms and other logistics, sending personalised invitations, liaising with speakers and attendees, preparing event materials, on the day event cover and post event follow up.
5. Provide support for projects including formatting proposals, reports and other documents to brand, liaising with designers and record keeping for staff.
6. Update all websites and blogs managed by the organisation and provide social media support.
7. Layout all mailings for the organisation including newsletters, adverts and event invitations.
8. Monitor statistics online and in press.
9. Provide administrative support for finances including preparing authorisation forms and record keeping
10. Support the implementation of ILC-UK's new business plan including co-ordinating and inputting into a new database and testing of a new ILC-UK website and branding.

Measures of performance

1. The office runs smoothly with all systems kept up to date, internal communications effectively maintained and admin support provided in a timely and efficient manner to those who require it.
2. Events run smoothly with no logistic problems and effectively administered before and after. Research team well supported with any event needs.
3. Projects run smoothly from an administrative point of view and the team feel supported with any project needs.
4. The database remains up to date and well maintained.