



Job Advert

Post title:	Administrative Assistant
Salary:	£8.21ph
Position Type:	Part time - 20 hours per week split across 5 mornings.
Contract:	12 months fixed term
Closing Date:	30th March (<i>Interviews to be conducted week commencing 1st April</i>)
Location:	Great Ayton
Application:	Please email manager@yattonhouse.org.uk for an application pack

Are you looking for a new challenge?

If so, we have the role for you. The Yatton House Society are currently looking for a Part-Time Administrative Assistant to provide effective and efficient administrative support.

About Yatton House Society

The Yatton House Society was established on a founding philosophy, to be individual is to be unique. Set up in 1981, Yatton House has evolved to become an integral part of the local community, providing opportunities for individuals with learning/physical disabilities. Yatton House Society believes in giving every individual, regardless of their ability, the chance to develop life skills, so that they may live as free and independent lives as possible.

Your Duties will include

- To provide administrative support to the Manager and Staff in meeting the aims and objectives of Yatton House Society, with an emphasis on relieving the Manger and Staff of routine administrative tasks.
- To support the implementation of new policies and procedures in meeting the needs of individual members.
- To manage as appropriate and in a timely manner all messages and correspondence.
- To support the Manager updating all policies and procedures as appropriate to ensure that they are fit for purpose.
- To support the Manager and Staff in ensuring the health and safety of Members, Colleagues, Volunteers and Visitors.
- To attend all necessary training requirements.
- To maintain financial records and accounts of Members and ensure invoices are prepared and submitted in a timely manner.
- To support the Manager in seeking new funding opportunities and sources of income.
- To assist in the submission of grants and funding applications.
- To complete in an efficient and timely manner all printing orders.
- Any other duties as may be required from time to time within the main duties and responsibilities of the post.

About you

You will have a proven knowledge of all things administrative. You will be flexible and adaptable and be able to work independently. You will be able to demonstrate a proven track record of working with various stakeholders to ensure the aims and objectives of the organisation are met. You will have excellent IT skills and experience of Microsoft Office.