



Administrator

Job description

Severn Wye Energy Agency (SWEA) is a charitable company, with a programme of work to develop the sustainable use of energy in the sub-region. Projects cover energy efficiency, renewable and affordable warmth.

SWEA is a busy and dynamic team of 45 dedicated staff, working in an exciting and growing field. As a development organisation constant change is in the nature of the work, and the team needs a flexible and practical individual to fulfil this pivotal support role.

Job Purpose

To work within the Administration & Finance Team, giving support to all Severn Wye Energy staff on administration.

Responsible to: Head of Accounts & Administration

Hours of work: 5 days per week, 9am – 5pm (37 hours)

Place of work: SWEA offices at:
Unit 15 Highnam Business Centre
Highnam
Gloucester
GL2 8DN

Salary: £13,000 to £15,000 depending on qualifications/experience

Duties:**All aspects of office administration for the SWEA offices, including:**

- Setting up spreadsheets for Management Accounts
- Linking spreadsheets
- Maintaining & updating existing spreadsheets
- Setting up presentations on PowerPoint & Publisher
- Accurate data input skills
- Liaising with suppliers for company mobile phones
- Liaising with suppliers for company printers
- Ensuring all office equipment is in good working order
- Keeping up-to-date with general fire safety regulations (deputy)
- Implementing fire safety checks (deputy)
- Co-ordinating company file management system
- General day-to-day admin duties

Person Specification***Qualities sought:******Essential***

A good general standard of education to GCSE level.

Ability to communicate effectively by telephone, letter or in person

Advanced knowledge of Windows, Word, Excel, e-mail, internet

Good knowledge of Windows XP & Windows 7

Ability to devise and implement office systems using this software

Polite, helpful, practical, organised and tidy, cheerful and diplomatic, with a mature outlook, able to support others in team with regard to managing office systems

Confident and able to be assertive with suppliers and sub-contractors when required

Ability to work with minimum supervision, to manage own time and work on own initiative, but must be a team-worker, committed to success of whole team.

Numerate and literate

Desirable

GCSE & A Level, English & Maths

An understanding/experience of working in office environment

Able to support others in IT skills

Experience of working in charitable organisations and/or small business

Driving licence and own car for occasional business use (mileage payable at standard rates)