

## **UK Latin Community**

### **Job Description**

**Position Title:** Administrative assistant

**Work Location:** Remote / Hybrid

**Department:** Admin

**Start Date:** ASAP

**Shifts and Schedules:** Monday to Friday / Part Time

### **Aim of Role**

To carry out reception, telephone, and general administration duties in line with the needs of the Charity. These duties will be performed while carrying out the UK Latin Community values of Caring, Honesty, Respect, and Responsibility.

### **Role Requirements**

- Responding to incoming calls and referring them on appropriately
- Meet and greet service users and visitors to the centre
- To carry out a range of admin/clerical/ tasks and give support as requested by and agreed with the line manager
- To complete such work in a manner that reflects the high standards of the charity
- To work co-operatively with members of UK Latin Community staff, Board members, visitors and other volunteers in support of the smooth running of the charity
- To maintain confidentiality in relation to service users and written and verbal information
- To work in a non-discriminatory manner that shows respect for everyone
- To work within the UK Latin Community Child Protection Policy
- To attend training sessions as required meet the needs of the role
- To share in the responsibility for Health and Safety and to work within the Charity's Health and Safety Policy

### **PERSONAL SPECIFICATION**

#### **WHAT WE'RE LOOKING FOR IN YOU!**

- Provide administrative support to the team in various tasks, such as document management, file organisation and diary coordination.
- Answer telephone calls, emails, and other incoming communications in a professional and efficient manner.
- Assist in the preparation of reports, presentations, and documents as required.
- Maintain an accurate and up-to-date database.
- Work closely with other departments to ensure consistency and efficiency in administrative operations.
- Previous experience in administrative functions.
- Excellent organisational skills and attention to detail.
- Strong verbal and written communication skills.
- Ability to work effectively both independently and as part of a team.
- Basic knowledge of office software, such as Microsoft Office.
- Ability to maintain boundaries and confidentiality
- Honest and trustworthy
- Punctual, reliable and well organised

### **Application Process**

- Fill in the application form and confidentiality statement
- Interview
- Provide two references
- Provide copies of certificates and documentation required for attachment.
- Attend training if necessary.