

Receptionist and Administration Assistant

Threshold DAS Ltd

Threshold DAS is an organisation dedicated to the elimination of domestic abuse and sexual violence of women, men, children and young people. We hope to achieve this by effecting political, cultural and social change through the innovative programmes that provide education, awareness and support to all of the community and third sector organisations.

Job Description

Job Title:	Receptionist and Administration
Salary:	Assistant £19,292
Hours:	35 hours
Location:	Based in Llanelli, Carmarthenshire.
Accountability:	To the CEO of Threshold DAS Ltd.
Job Purpose:	To provide professional and effective administrative services in accordance with Threshold DAS Ltd policies and code of practice.

Key Responsibilities

1. General administration.
2. The ability to use of Microsoft programs such as Word Processor, Excel and PowerPoint.
3. Assisting in the preparation of reports, presentations and designing publicity materials in relation to the organisation.
4. Data inputting for monitoring purposes.
5. Ensuring outgoing post is recorded and mailed on a daily basis.
6. Photocopying and filling as requested.
7. Maintaining stocks of relevant proformas for the organisation.
8. Ensuring effective communication within the organisation.
9. Updating and restocking supplies of leaflets and generic information available to service users.
10. Answering telephone calls, screening, taking messages or directing calls.
11. Recording all incoming and outgoing calls.
12. Maintaining internal stock such as stationary and pantry items.
13. Attend meetings as necessary and undertake the role of minute taker.
14. To represent Threshold DAS Ltd and promote the ethos of the organisation.
15. Undertake training to update skills in line with the Training Policy.
16. To maintain all anti-oppressive and anti-discriminatory work practices.
17. Abide by Threshold DAS Ltd's confidentiality policy.
18. Other relevant tasks to the job role as directed by the management team.

Essential Requirements

1. Demonstrable experience of providing administrative support in a busy office environment.
2. Excellent organisational skills.
3. Excellent IT skills, including a working knowledge of all Microsoft Office 365 application.
4. Excellent communication skills, both verbal and written.
5. Excellent literacy skills.
6. Ability to prioritise workload.
7. An understanding of the issues surrounding domestic abuse.
8. Understanding of equal opportunities and its practical application.
9. Proven ability to work within a team.
10. Awareness of sensitive issues and ability to apply a high level of self-awareness.
11. Have a presentable appearance.

Desirable Requirements

1. Experience in managing conflict and conflict resolution.
2. Experience of producing quality written reports to deadlines.
3. A team player with the ability to work to their own initiative.
4. Experience of liaising with other agencies both statutory and voluntary.
5. A willingness to perform any other duties within the general scope of this job profile, as reasonably requested by the Managing Director.
6. Ability to speak Welsh, conversationally or fluently.
7. A full, clean driving license.