



## JOB DESCRIPTION

Date: January 2024

<b>Position</b>	<b>Administrative Co-ordinator</b>
<b>Purpose</b>	<p>To undertake all the day to day office administration tasks of the US-UK Fulbright Commission and to ensure the provision of an efficient and welcoming office environment for staff.</p> <p>To provide PA support to the Executive Director and administrative support for the Board and Committee meetings</p> <p>To support the Director of Operations with HR and IT administration</p>
<b>Supervised by</b>	Director of Operations
<b>Main responsibilities</b>	<p><b>Office Administration</b></p> <ul style="list-style-type: none"><li>• Ensure that office and kitchen supplies are ordered pro-actively</li><li>• Act as main liaison person for all office suppliers e.g. cleaning, post, air-conditioning, photocopier</li><li>• Collect and distribute post and manage franking machine</li><li>• Along with the Director of Operations, be the contact person for services supplied by our landlord, which includes liaison with their management, security and maintenance staff</li><li>• Responsible for ensuring correct recycling in the office including the disposal of confidential documents, and in line with WEEE regulations</li><li>• Assist with internal office and main office moves including new furniture</li><li>• Support the Director of Operations with the Commission's archiving policy and co-ordinate regular archiving with the different teams</li><li>• Arrange weekly staff meetings and coordinate other staff events including social events, monthly lunches in the office, Christmas lunch, team away days and organising birthday and leaving cards</li><li>• Undertake other associated office administration</li></ul> <p><b>Support the Executive Director</b></p> <ul style="list-style-type: none"><li>• Diary management and coordination of meetings</li><li>• Organise travel arrangements</li><li>• Assist with organisation of events and receptions</li><li>• Ensure Salesforce CRM is kept up to date with the Executive Director's contacts</li></ul> <p><b>Board relations</b></p> <ul style="list-style-type: none"><li>• Providing full administrative support for the Board and Committee meetings include scheduling meetings, sourcing venues, preparing and distributing papers, taking and writing up of minutes</li></ul>



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	<ul style="list-style-type: none"><li>• Provide executive support to the Chair of the Board as and when required</li><li>• Administer the annual skills audit and board effectiveness surveys with the Chair of the Board</li><li>• Keep Commissioners up to date with calendar of events, meeting dates, etc</li></ul> <p><b>HR</b></p> <ul style="list-style-type: none"><li>• Administer the recruitment process from posting of job advert, interview arrangements and support through to onboarding of new starters</li><li>• Responsible for access cards, lockers and headsets</li><li>• Administer the offboarding process for leavers</li><li>• Ensure the BambooHR platform and staff intranet is kept up to date</li><li>• Administer the company pension scheme</li><li>• Undertake other associated HR administration</li></ul> <p><b>IT</b></p> <ul style="list-style-type: none"><li>• Act as main point of contact for the IT provider on all day to day IT related issues with reference to the Director of Operations where necessary</li><li>• Assist with the supply and installation of all new equipment including IT hardware</li><li>• Ensure up to date inventory of company laptops and other IT equipment</li></ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"><li>• Keep staff aware of basic health and safety issues</li><li>• Act as Fire Warden/Fire Marshall and ensure all staff are aware of fire evacuation protocols in line with the Health and Safety policy</li></ul>
	<p><b>Other</b></p> <ul style="list-style-type: none"><li>• Work collaboratively with other members of the department and organisation as a whole to achieve objectives</li><li>• Undertake other duties as are appropriate to the role and within the competence of the role holder</li><li>• Awareness of and compliance with the organisation's internal policies</li></ul>

**JOB DESCRIPTION**  
**Date: January 2024****Person specification****Education & Qualifications**

<b>Essential</b>	<b>Desirable</b>
Educated to A-level or have equivalent experience	Educated to undergraduate level

**Experience**

<b>Essential</b>	<b>Desirable</b>
At least 2 years experience in an office administration role  Experience of providing PA support	Strong interest and/or personal experience in international education or cultural exchange

**Skills and knowledge**

<b>Essential</b>	<b>Desirable</b>
Excellent written and oral communication skills  Capability to develop good working relationships with internal and external contacts  Experience of working with people from diverse backgrounds  Ability to handle confidential and sensitive information appropriately  Ability to apply prioritise and effectively deal with a varied workload in a busy environment to agreed timescales  Ability to multi task effectively  Strong attention to detail  Ability to work on own initiative without close supervision  Ability to work collaboratively with colleagues across the organisation, as a team member and as an individual	Experience of minute-taking  Experience of using CRM such as Salesforce

Proficiency in using Microsoft software, such as Word, Excel, Teams, and Outlook.	
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Personal attributes

Essential	Desirable
<div>A positive, solution-focused attitude with a proactive approach to issues and challenges.</div> <div>Real enthusiasm for administration and organisation</div> <div>Intercultural sensitivity, empathy and patience</div> <div>Reliable and responsible</div> <div>Highly motivated</div> <div>Strong team player</div>	