

## Administration Assistant

<b>Job title</b>	Administration Assistant (AA)
<b>Reports to</b>	Executive Assistant to the Chief Executive
<b>Other regular relationships</b>	All AMI team members
<b>Overall purpose of job</b>	Support the operations of AMI by providing efficient and proactive administration across the entire AMI team.

### PRIMARY RESPONSIBILITIES

The AA will support the EA to the CE in the administration of Applied Microbiology International (AMI).

### Team Responsibilities

The AA will:

- Be a role model within the team, informing, influencing and guiding others
- Model supportive and motivational behaviour as described by AMI's values
- Support the development of team members, sharing relevant experience and knowledge
- Champion organisational skills and problem solving within AMI
- Consider D&I in all processes, workflows and projects

### Individual Responsibilities

The AA will:

- Work with and support the EA to the CE, and the CE when required
- Provide administrative support to the wider AMI team including travel booking, venue bookings, assistance with meetings
- Take notes/minutes during team meetings as required
- Communicate with high level contacts on behalf of the CE's office, maintaining an appropriate level of discretion and ensuring high standards are upheld
- Assist with ad-hoc administrative requests for support from different departments including support with membership enquiries
- Manage contracts with external providers to ensure best value and service on behalf of AMI
- Coordinate team meetings including organising venues, catering, liaising with attendees, meeting chair to pull the meeting together

- Work with HR to onboard new starters/off role leavers and ensure benefits & equipment are all up to date
- Schedule and coordinate Advisory Group meetings, ensuring all participants are informed and prepared including virtual meeting links, meeting invitations and reminders to all participants in advance
- Liaise with HPCSA and MCA to create and distribute action notes to AG members and AMI staff in a timely manner
- Support in scheduling and coordinating Global Ambassador meetings
- Manage AMI's storage facilities
- Take and communicate actions from Advisory Group and Global Ambassador meetings
- Take and communicate actions from Event Committee meetings when required

## **Requirements**

### **1. Organisational Skills**

- Time Management – prioritising tasks and meeting deadlines efficiently
- Multitasking – handling multiple responsibilities simultaneously
- Scheduling & Calendar Management – coordinating meetings, appointments, and travel arrangements
- File and Record Keeping – maintaining organized records, both digital and physical
- Attention to Detail – ensuring accuracy in documents, communications, and scheduling

### **2. Communication Skills**

- Verbal & Written Communication – professional and clear communication with team members
- Interpersonal Skills – building positive relationships with colleagues, and stakeholders
- Active Listening – understanding instructions and responding appropriately

### **3. Technical Skills**

- Microsoft Office Suite – proficiency in Word, Excel, PowerPoint, Outlook
- Working knowledge of Adobe, Teams and Zoom
- Typing Skills – Fast and accurate typing for documentation and communication

### **4. Problem-Solving & Decision-Making**

- Critical Thinking – addressing challenges and providing solutions
- Adaptability – adjusting to new tasks, software, or organisational changes
- Conflict Resolution – handling workplace issues diplomatically

### **5. Professionalism**

- Discretion & Confidentiality – managing sensitive information responsibly
- Professionalism – maintaining a positive and respectful attitude

## **6. Event Management**

- Planning & Coordination – organising team meetings, travel, and projects
- Task Delegation – assisting in project execution and managing workloads
- Vendor & Supplier Communication – coordinating with external providers

### **Personal responsibilities:**

To ensure the following:

- That you present a professional image at all times, both internally and to clients and to be an ambassador for AMI
- That you understand the consequences of your actions for AMI and to actively share responsibility with the Chief Executive, Trustees and Managers for the success of AMI
- That you are willing to work in excess of usual working hours when the balance of the company's work or allocated responsibilities requires this – we do not expect excessive working hours, rather we require flexibility when there is a clear benefit to AMI and this will usually be compensated with time off in lieu
- That you are aware of basic employment and health and safety law
- That you are compliant with all legal requirements relevant to your role

### **Team participation responsibilities:**

To ensure the following, that you:

- Understand AMI's objectives and your own KPI(s)
- Can explain the expectations of your role and the measures of success
- Attend one-to-one meetings on a regular basis to ensure your individual and team-wide KPIs are clear and up to date
- Help and support new staff into their new role as appropriate
- Take ownership of work and contribute to making decisions
- Are a team player by supporting your colleagues as appropriate
- Seek to continuously improve performance by learning and developing new skills and keeping up to date with latest developments in the sector
- Undergo appropriate levels of coaching, development and support when needed, helping to identify your own:
  - Development needs
  - Development activity
  - Expectations as a result of the development activity
  - Actions to support the development activity
  - Performance against business objectives as a result of the development activity