



Job Description

Title: Operations Administrator

Reports to: Associate Director of Business & Operations

Based: Remotely - however must be willing and able to travel as and when required to meetings and events.

Job Purpose: To provide confidential operational administrative support to Senior Management and all areas of the Charity.

Key Responsibilities:

- Manage and oversee organisations database to ensure clean and clear data is being recorded and stored accordingly, draw down monthly reports for Senior Management using BI Reporting and disseminate to data inputters any errors for correction.
- Collate websites update requests and liaise with Communications Team to instigate the changes.
- Proofreading and final point of sign off before Senior Managers.
- Administrative assistance and attendance at annual events/programmes such as World Heart Rhythm Week, Global AF Aware Week, Heart Rhythm Congress, Heart Rhythm Updates, and any other event/programmes or initiatives.
- Diary Management for the senior management team
- Minute taking and writing for Senior Management.
- Management of travel arrangements. Scheduling and tracking domestic and international travel itineraries within several time zones for senior management.
- Management of deadlines for Senior Managers/Coordinators and prompting the team where necessary.
- Supervise the General Administration team to ensure completion of their tasks to a high standard before signing off on their work.
- Assist in answering calls as and when required, taking messages when necessary. Screening and responding as appropriate to incoming emails or calls.

Arrhythmia Alliance Registered Charity No. 1107496

☎ +44 (0) 1789 867 501

@ info@hearhythmalliance.org

🌐 www.hearhythmalliance.org



Person specification:

- Educated to GCSE level
- Excellent verbal and written communication skills
- Competent in Microsoft Word and Excel
- Excellent organisational skills, with the ability to prioritise and manage own workload
- Can undertake a wide variety of tasks and multi-task with ease
- Ability to work on own initiative
- Good attention to detail and accuracy
- Can work flexibly, and as part of a team
- Methodical and thorough approach to work
- Friendly and polite

Arrhythmia Alliance Registered Charity No. 1107496

☎ +44 (0) 1789 867 501

@ info@hearhythmalliance.org

🌐 www.hearhythmalliance.org

STARS Registered Charity No. 1084898

AF Association Registered Charity No. 1122442