



## **Administrator: Job Description**

We are looking for a reliable company Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The tasks of the company administrator will include bookkeeping, client communications and managing public class bookings. The ideal candidate will be competent in prioritising and working with little supervision. They will be self-motivated and trustworthy.

The company administrator ensures smooth running of our company's offices and contributes in driving sustainable growth. The position reports directly to the Executive Director.

Salary: £20,000 pro rata (0.25 FTE)

Hours: 10 per week

Initial contract is for one year (1st September 2019 - 31st August 2020)

### **GENERAL RESPONSIBILITIES:**

The successful candidate will implement procedures and systems to streamline the organisational processes within Think Circus CIC. These include processes for commercial bookings, communications with clients, staff members and parents, accountancy and planning.

You will work closely with the Executive Director to put in place and carry out such administrative procedures, and will regularly support our team of event staff in their delivery of workshop and performance bookings.

We do not as yet have an office, so this position will mostly entail working from home. You will be expected to work alongside the Executive Director at hot-desking facilities in Edinburgh on average 0.5 days each week.

### **Professional Experience:**

Required:

- Proven experience as an office administrator, office assistant or relevant role
- Strong written and oral communication skills
- A thorough and methodical approach
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software
- Solid, hands-on, budget management skills, including budget preparation, analysis and reporting

Desirable:

- Knowledge of fundraising strategies and donor relations relevant to social enterprise, youth work and not for profit sector
- Knowledge and understanding of circus, youth work and performing arts

**Responsibilities:**

- Coordinate activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data, ensuring that we comply with GDPR regulations
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary