

Job Description

Office Administrator

Reporting to: Governance Officer

Purpose of the Role

The Office Administrator will work as part of a supportive team to provide highly effective administrative services, helping to ensure Drive can deliver high-quality care and support to the people we serve.

This role is ideal for someone who is highly organised, enjoys a varied workload, and takes pride in contributing to efficient ways of working. By supporting and improving administrative processes, the post holder will help Drive focus on creating the greatest possible impact through its work.

Key Responsibilities

- Work collaboratively within the administrative team to develop and deliver effective office support services.
- Welcome and direct visitors in a professional and friendly manner.
- Assist with the coordination and administration of meetings, conferences and events.
- Answer and appropriately respond to telephone calls, emails and other correspondence.
- Manage office supplies, including ordering and stock control.
- Provide general administrative support, including data entry and record keeping.
- Take accurate minutes at meetings when required.
- Handle information, data and documentation with a high level of confidentiality at all times.
- Comply with responsibilities under the Health and Safety at Work Act and all other relevant safety regulations, ensuring safe working practices are followed.
- Undertake any other duties that are appropriate to the level and responsibilities of the post.