



CROYDON NEIGHBOURHOOD CARE ASSOCIATION (CNCA)

JOB DESCRIPTION

Job Title:	Office Administrator
Working Hours:	Mon-Thurs 9.30am to 4pm
Reports to:	Manager
Summary Description:	To provide efficient administrative and clerical support to the Charity in promoting and developing neighbourhood care in Croydon. To proactively carry out a range of support services including collating statistics, undertaking research and being the first point of contact for enquiries.

Main Duties:

- Manage and distribute the main charity's incoming emails and circulating member group's relevant emails
- Sort daily post
- Oversee opening and closing of the general office.
- Answer the telephone and monitor the answerphone
- Ensure all stationery and other materials are properly acquired and managed
- Assist and support the Finance and Office Manager with day to day tasks including mail, photocopying, premises issues, record keeping and shredding
- Regularly file papers for Manager
- Maintain an up-to-date Masters Contact List (regularly review and check details are correct)
- Update website and social media accounts
- Minute and organise all trustee meetings
- Keep office diary up to date
- Collate statistics for monitoring purposes
- The post holder is expected to carry out, in addition to the already mentioned duties, any other duties reasonably expected within the general level of the position