

JOB DESCRIPTION AND PERSON SPECIFICATION: ADMINISTRATOR

Position:	Administrator
Principal Location:	PAL office
Hours:	Mondays-Fridays, 9.00am – 5.30pm
Reporting to:	General Manager
Remuneration:	£ 19,500
Holidays:	20 days per annum, plus statutory Bank Holidays

Role: Administration of PAL, with responsibility for smooth day-to-day running of office and administrative and practical Lab support as required.

The core requirement is to work Mondays-Fridays each week. Additionally, the ability and willingness, on occasion, to undertake work at residential Labs outside these times, and outside London, is desirable. Such work may be compensated on a T.O.I.L. basis.

Outline office administration duties:

- To support the General Manager in day-to-day administration of the office and PAL projects.
- To develop and maintain existing office systems and contribute to development of new systems.
- To oversee the provision of general office services, including all stationery & supplies and ensuring maintenance of all machinery; to set up and maintain suppliers' contracts.
- To oversee all incoming mail, faxes and general email, distributing and replying as appropriate, and to post all outgoing mail and arrange couriers etc.
- To act as first point of contact for all visitors and incoming telephone calls.
- To reply to all general information requests or direct them to the appropriate party
- To arrange all business travel as required
- To maintain new PAL database (Filemaker Pro)
- To develop and maintain photographic and image archive
- To co-ordinate freelancers' use of PAL office and support them as necessary.
- To take responsibility for Health and Safety in the office.
- To co-ordinate meetings and provide hospitality.
- To assist Director with filing.
- To help keep the office tidy and welcoming (not cleaning).

Outline Lab Support duties:

- To assist with all correspondence for each Lab as required by each Lab Director in consultation with the General Manager.
- To compile and produce all Lab documents.
- To attend Labs as required.
- To liaise with venue and supply information regarding each Lab re accommodation, hospitality etc.
- To order supplies for Labs.

- To arrange travel to and from Labs, including flights and transfers.
- To liaise with all Lab participants, advising on practical requirements and travel arrangements, and answering participants' enquiries.
- To co-ordinate invitations and travel arrangements for Visitors' Days.

Person Specification:**Essential**

- Education to degree level or equivalent
- Sound administrative experience
- Excellent written and verbal communication skills
- Sound computer skills (Mac) in usual office software, including mail merge
- High level of organisation
- Ability to prioritise workloads
- Ability to multi-task, think on feet and cope with pressure
- Positive, flexible, proactive attitude
- Full clean driving licence

Desirable

- Experience of working in a creative arts organisation or similar
- Competency in DTP and database management