

## English Camps Administrative Assistant

Dates of contract: 10 February 2014 – 26 September 2014

### 1. ENGLISH CAMPS ADMINISTRATIVE ASSISTANT

To report to the Manager of Overseas Courses

*Duties will include:*

- (a) Writing and answering emails
- (b) Dealing with telephone queries
- (c) Arranging interviews
- (d) Recording information on spreadsheets, database and digital archive
- (e) Updating staff information
- (f) Updating and filing paperwork
- (g) Sending out and collecting in contracts
- (h) Preparing and checking timetables
- (i) Being on call during some evenings and weekends, especially on staff travel days and during camps, at an agreed overtime rate of pay

### 2. REQUIREMENTS OF THE POSITION

Good communication skills and telephone manner  
Strong IT skills  
Excellent organisational skills  
High level of accuracy and attention to detail  
Good timekeeping  
Smart appearance  
Ability to work as part of a team

### 3. SALARY AND HOURS OF WORK

08:30 – 17:00 per weekday.  
£15,700.00 per annum

### 4. ADDITIONAL TASKS

Undertake other tasks as from time to time deemed necessary by the Director or Manager of Overseas Courses.