



# **INGLEBY BARWICK TOWN COUNCIL**

## **ADMINISTRATION ASSISTANT PART TIME**

### **Job Description**

- TITLE:** Administration Assistant
- BASED:** Ingleby Barwick Town Council Office, Barwick Lodge,  
Ingleby Way, Ingleby Barwick, Stockton-on-Tees
- REPORTS TO:** Town Clerk/Town Council

#### **MAIN PURPOSE OF THE JOB:**

The Administration Assistant will perform a wide range of administrative and office support activities for the Clerk and Councillors to facilitate the efficient operation of the Town Council.

#### **KEY DUTIES AND RESPONSIBILITIES:**

- **Administrative support to the Clerk and Councillors, including supporting the day-to-day running of the office**
- **Dealing with telephone, correspondence, and face to face enquiries and issues arising from the public and others**
- **To assist with preparation of Agendas and supporting information**
- **To type letters, reports and assist with preparation of the Minutes**
- **To assist with updating Policies and Procedures**
- **IT functions of the Town Council**
- **To maintain filing systems and electronic systems**

- **To undertake any other administrative duties i.e. sending out information, answering emails, answering the telephone, photocopying, greeting clients, stationery ordering, researching on request of the Town Council**
- **Ad hoc administrative and project based duties**

**The Job Description outlines the principles of responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within regulations, order, rules and working practices, methods and procedure reviews, as directed from time to time.**

**THE SUCCESSFUL CANDIDATE IS LIKELY TO HAVE THE FOLLOWING ATTRIBUTES:**

- **Administration skills**
- **IT skills, particularly experience of Microsoft Office Suite**
- **Communication skills**
- **A flexible approach to day-to-day duties**
- **Good attention to detail**
- **Ability to stay calm under pressure**
- **Methodical and thorough approach to work**
- **Organised**
- **Good at prioritising tasks**
- **Work on own initiative**
- **UK driving licence & own transport**