

Office Administrator

Location	Todmorden, West Yorkshire
Type	Temporary to October 2013, full-time or job share
Salary	£14,000 - £16,000 per annum, inc. benefits
Application close	31 st March 2013

DLCentre Ltd. (t/as The Distance Learning Centre) is currently looking for an Office Administrator to join a committed team of staff working for their rapidly-expanding on-line college, based in Todmorden, West Yorkshire. The work is interesting and varied and involves a mixture of office and home-working, with some weekend home-working included.

The exact hours of work are flexible / negotiable and will involve an equivalent of one full day's home-based work over each weekend, the remaining hours during the week being mainly office-based. We are willing to consider job share if appropriate.

Comprehensive training will be provided. The post-holder will be supervised by the Progression Manager and line-managed by the Executive Director (Business).

The post is temporary to October 2013 with good prospects for permanent employment after this date due to the continuing expansion of the college which has grown 10-fold over the last 5 years.

Job Description

Your time will be spent between general office duties and student services duties.

- General filing and office duties
- Assisting with the accounts office functions including issuing and chasing invoices
- Assisting with the human resources and training functions
- Reception, bookings and hospitality duties
- Processing and sending post
- Administrative support for the Management Team
- Recording, writing up and distributing minutes of meetings
- Assisting with premises management and utilities – repairs, maintenance, health & safety, insurances, billing, accounts, stationery
- Keeping software and hardware records and inventories
- Processing student grants and external funding applications
- Processing student enquiries, applications and enrolments
- Providing telephone support and advice
- Allocating students to appropriate staff and sending out relevant information
- Monitoring student lists such as registered users, students taking study breaks etc.
- Assist with monitoring progress of student cohorts
- Any other duties as agreed with your supervisor and line manager

Person Specification

The ideal candidate will:

- be able to take up the post close to 22nd April 2013
- have experience of working within a busy administration environment
- need to be enthusiastic, pro-active and self-motivated, with a good sense of humour
- be highly organised, versatile and flexible, with an ability to set up and accurately maintain systems and records
- be highly computer literate, able to work with common office applications and internet-based systems
- have excellent communication and literary skills and good telephone manner
- have well-developed numerical skills and a working knowledge of accounting systems and processes
- be an excellent team-player and have experience of working with colleagues across a range of levels
- be able to deal sensitively and discreetly with confidential data
- have experience of accounts-based software, advanced formatting and layout skills in MS Word and graphics skills. These would be beneficial though not essential