
 <p>THE INSTITUTION OF FIRE ENGINEERS <small>MEMBER OF THE ENGINEERING COUNCIL</small></p>	THE INSTITUTION OF FIRE ENGINEERS	 <p>The IFE is a licensed member of The Engineering Council</p>	
	Job Description		
	Administrative Assistant		

Working under the supervision of the Strategic Support Officer, the Administrative Assistant will help to support the IFE administration function within our Head Office.

Duties and Responsibilities:

- Answering the telephone switchboard in a professional manner and forward calls appropriately to the relevant team member, or take accurate messages.
- Entering data onto the IFE systems accurately and efficiently.
- Opening, sorting, date stamping and distributing incoming post.
- Collecting, franking and ensuring that all outgoing post is processed on time on a daily basis, keeping an accurate record of all costs associated with postage charges.
- Photocopying of correspondence when requested.
- Filing of documents, records and reports.
- Preparing documentation i.e. emails, letters, faxes etc. accurately and to a high standard as requested.
- Setting up rooms for meetings (including stationery, papers & refreshments) and clearing away afterwards.
- Assisting in the preparation for events, i.e. preparing name badges, certificates, delegate packs etc.
- Maintaining an inventory system for office supplies and stationery.
- Researching, pricing and purchasing office supplies and stationery, as authorised.
- Any other general administration duties that may be required, at the request of the Strategic Support Officer or Chief Executive Officer.

General:

- Complying with personnel, financial and health and safety procedures, as indicated in the Staff Handbook.
- Achieving personal and departmental objectives as agreed.

Knowledge, Skills and Abilities:

- Excellent IT, interpersonal and organisational skills.
- High standard of written English.
- Polite and professional approach.
- Enthusiastic, hard working and flexible.
- Keen to develop within a growing organisation.
- Own transport.

The above is not an exhaustive list and all staff are expected to be flexible and carry out different tasks from time to time, at the request of the Chief Executive Officer.

The usual place of work of the Administrative Assistant will be at the Head Office of the IFE. However, occasionally it may be necessary to work at another location, normally within the UK, with the agreement of the Chief Executive Officer, for a short period of time.