

The Ridge Administrative Assistant Part Time
£17,000 per annum

We are looking to recruit an administrator to provide support across the Ridge Management team.

You will be able to work on your own initiative to prioritise and manage tasks, have good communication skills both written and verbal along with excellent IT skills. The successful applicant requires exceptional organisational ability and a willingness to support and get involved. They must be flexible, have the ability to solve issues whilst being responsive to the needs of the organisation and the needs of our stakeholders. They must also help ensure the smooth running of the 'virtual office' and work with colleagues across the organisation.

Your role will focus on providing administrative and planning support to Senior Management as well as Team Managers. This will include diary management, meeting planning and minute taking, filing and archiving and general administration tasks, producing accurate documents, liaising with our subcontractors and other stakeholders making sure the principles of confidentiality and data protection are adhered to at all times.

Working hours: 22.5 hours per week (flexible)

The successful candidate will be required to undergo a PVG check.

Application deadline: 20 September 2021

Start date: ASAP

Other essential skills and qualities include:

- knowledge of Google Workspace
- flexibility
- the ability to learn quickly and take on tasks outside your skill set
- willingness to do routine tasks
- interpersonal skills
- organisational skills
- social media and IT skills
- confidence working with people from diverse backgrounds.

