

ROLE DESCRIPTION

Position: Office Administrator

Responsible to: Finance Manager

Responsible for: Not responsible for any staff

Key Tasks:

- Daily and event cash routines following Magna's start of day / end of day procedures.
- Collation of daily visitor figures and financial takings, and their reporting into spreadsheets.
- Administration of Magna's purchase ledger to include processing purchase orders, invoices and preparing supplier payment run.
- Reception duties: phone answering and re-direction, housekeeping of shared mailboxes and re-direction as appropriate, sorting and preparing post, dealing with deliveries.
- Ordering and sorting of supplies to support office functions.
- General document filing.
- Administration of staff timesheets, holiday forms, corporate hours and recording of staff sickness.
- Updating of online information to ensure accurate opening times available to public.
- Data entry and checking of annual pass information.
- Attending appropriate meetings, taking notes and preparing minutes.

General Tasks:

- To undertake training to enable the effective discharge of duties and responsibilities.
- To ensure the safety of visitors and staff at all times by adhering to health, safety and security regulations and appropriate codes of safe working practice as laid down by management.
- Ensure that other operating procedures and company policies and practices are always followed.
- To work as part of the wider Magna team, sharing resources and improving the quality of the service delivery to visitors.
- Make the best use of time to ensure the optimum running of the whole business.
- Any other duties in connection with the position.
- To undertake other duties as may be required by the Managing Director/ management commensurate with the grade and status of the position.