



## Island of Hoy Development Trust

### JOB DESCRIPTION

JOB TITLE: OFFICE ADMINISTRATION ASSISTANT – PART TIME

### OVERALL PURPOSE

To provide administrative support to the Finance and Administration Officer.

### SPECIFIC DUTIES

Assisting the Finance and Administration Officer with various administrative tasks to include:

- Copying and Scanning of all financial and administrative documents.
- Maintaining both electronic and paper based filing system.
- Administrative tasks relating to preparation for board meetings, including dissemination of final approved minutes and production of the action list.
- Maintenance of members register.
- Maintenance of directors register.
- Dealing with post in and out.
- Answering phone and taking messages.
- Dealing in the first instance with basic community queries.
- Maintaining stationery and consumable levels for the office.
- General administration assistance with the Trusts grant funds.
- To maintain and update the Trusts facebook page and website.

In addition

- To attend staff meetings when required, and to contribute to actions to ensure that the Trust communicates effectively with the community through various media.
- To undertake any other duties deemed suitable and agreed by the Board.