



JOB DESCRIPTION

Job Title : **Secretary**
Grade : **4**
Accountable to : **Senior Organiser**
Place of Work : **Hove**
Hours of Work : **32.5 Hours per week**

1. Main Responsibility

- To provide a confidential and professional secretarial and administrative service to a designated GMB Officer or group of GMB Officers, in order to ensure the efficient running of the office and to maintain a professional service to GMB members.

2. Specific Tasks and Duties

- Undertaking general office administration including filing, photocopying, faxing, scanning documents, sending email; making full use of all office equipment to ensure that communication is effective and efficient at all times.
- Answering the telephone, taking accurate messages and passing on to the relevant individual. Dealing effectively with routine telephone queries from GMB members/representatives and internal and external contacts in a polite, professional and efficient manner.
- Maintenance of records and filing systems both manual and electronic to effectively manage all information within an office/region.
- Diary management for GMB Officer(s) to include: booking appointments, arranging meetings, travel arrangements and preparation of paperwork and documents relevant to meetings and appointments as required.
- Preparing papers, minutes of meetings and reports as required. Creating and maintaining simple databases/Spreadsheets, contact information, mail merges and other relevant information, as required.
- Dealing with general callers/visitors to the office in a polite and professional manner.
- Receiving and sorting both incoming post and emails and dealing with them in agreement with line management guidance, as well as being responsible for the typing, preparation and dispatching of outgoing post and emails to relevant contacts as necessary.
- Be responsible for bringing to the attention of relevant GMB Officer/s any issues which may arise whilst they are absent from the office and proactively dealing with such issues as necessary.
- Build relationships with other team members and colleagues within the Region in order to meet office/region/union objectives.
- When relevant and appropriate ensure that Officers are aware of any ballot deadlines, and advise either National or workplaces and members of the ballot results.

- Print membership data reports, as requested by Officers and post holders, and have good knowledge of the memberships system.

3. ADDITIONAL DUTIES

- Ensure all office equipment is operating correctly, ordering and keeping stock of stationery for all occasions.
- Provide additional administrative cover in cases of absences or where workload dictates.
- Dealing with petty cash/small sums of money within day to day running of the office.
- Have responsibility for the security of the office, i.e. opening, closing and ensuring the office is alarmed. Also, all Health & Safety issues including fire precautions.
- Ensure office maintenance is dealt with, i.e. contact plumbers, electricians, glaziers as required.

This list is not exhaustive and other duties may be required to ensure the smooth operation of the office.

4. PERSON SPECIFICATION

The candidate suitable for this post will have:

- Good IT skills with a working knowledge of Microsoft Office Applications to include Word, Excel and Lotus Notes.
- Previous experience of working in a demanding administrative/secretarial role.
- Good secretarial skills to include: a good telephone manner, fast and accurate note taking, typing skills and diary management.
- Excellent verbal and written communication skills and experience of successfully communicating with a variety of people at all levels.
- The ability to prioritise own workload whilst at times working under pressure, to tight deadlines and with varying workloads.
- The ability to produce work to a high standard ensuring accuracy and showing attention to detail.
- Experience of working as an effective team member and providing support to others.
- The ability to work without immediate supervision, be prepared to use initiative in dealing with problems, whilst using own judgement to refer any issues with which guidance or assistance is needed.
- The ability to recognise and have strict regard for confidential and sensitive material.