

Job Description - Administration Officer (PB6b)

Job summary

You will deliver administrative services and processing activity to Forestry England's Forest District. This includes working as part of a team providing organisational support and a range of administrative tasks.

Key responsibilities & accountabilities

- Provide administrative support to all the district team using Forestry England software and processes.
- Entering data into relevant systems and ensuring data quality.
- General office duties including some cover of reception, filing and answering the telephone.
- Communicate and work closely with colleagues delivering work to a high standard, accurately and timely.
- Organise meetings, travel arrangements, bookings, and events.
- Provide accurate and timely communication with the team, responding to queries and requests as appropriate.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- Effective administrative skills and excellent attention to detail.
- Excellent spoken and written communication skills.
- Competent IT user with experience in MS Office suite of applications.
- Experienced in using databases, inputting, and updating records.
- Uses standard procedures and common sense to solve problems.

Qualifications

Essential

- A GCSE in Maths and English or functional skills equivalent.