

## 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 do a range of administrative tasks.

### Key responsibilities and 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.

### Location-specific information (optional)

- lead on recruitment administration for the wider district team, including assisting managers so that equipment is in place for a new starter's first day.
- accurately undertake financial processing for invoicing, cash account, ordering and related financial transactions.

### Skills, knowledge and 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.

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