

Job Description - Generation Rent

Job Title: Team Administrator

Reports to: Director

Based in: London, United Kingdom

Salary: £24,000

Job Purpose:

To provide administrative and IT support for a growing charity that seeks to improve the lives of the 9 million private tenants in the UK.

Key Responsibilities

- To develop and maintain appropriate administrative systems to ensure the smooth running of the office.
- Track and code all organisational financial transactions quickly accurately using QuickBooks.
- Receive and respond to general enquires, forwarding them on to appropriate staff as needed.
- Ensure all office equipment and IT services are in good working condition, trouble shoot and solve minor problems that may arise, and manage outside technical assistance when needed.
- Attendance and servicing of meetings as required.
- To lead or assist in the logistical organising and servicing of events, meetings and training sessions as required.
- General administrative support to the Board of Trustees and Generation Rent staff as required.
- Co-ordinate and organise trustee and company board meetings ensuring they are appropriately frequent and that agendas and minutes are produced.
- To work flexibly and collaboratively.
- Other duties as required to ensure the efficient operation of Generation Rent.
- To promote diversity and equality of opportunity in the organisation.

Person Specification	Essential	Desirable
<ul style="list-style-type: none">• Relevant administrative qualification or experience	✓	
<ul style="list-style-type: none">• High organisational skill	✓	
<ul style="list-style-type: none">• Strong communication skills, including the ability to handle a wide variety of enquiries and the presentation of information both orally	✓	

and in writing to a wide variety of people including volunteers, funders and other stakeholders		
• Experience of book-keeping and processing expenses	✓	
• Ability to manage priorities and meet deadlines	✓	
• Knowledge and understanding of risk assessment and health and safety matters	✓	
• IT literacy including use of office packages	✓	
• Used to handling confidential and sensitive information with discretion	✓	