



# Black Sluice Internal Drainage Board

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## **Administration Assistant.**

SP 7 to SP 9 (£19,080 to £20,544) dependant on experience.

Reporting to the Finance Supervisor

## **Overall Purpose**

To fulfil the role of Administrative Assistant and to deal with all matters relating to the administration and organisation of Board functions and Meetings.

## **Duties, Tasks & Responsibilities: -**

- Answer incoming telephone calls and direct or take messages
- Assist members of the public in person in Reception
- Take payments from members of the public over the phone and in person
- Assist in provision of appropriate administrative systems to support the work of the office
- Produce letters and reports
- Open, record and distribute post & emails
- Assist with the preparation and management of meetings and events
- Maintain electronic and hard copy filings systems, as required
- Maintain and order stationary
- Organise maintenance of administration equipment
- Any other duties that are reasonably asked of you

## **Person Specification**

- Ability to follow written and verbal instructions and agreed processes, to set standards and timescales
- Effective written and oral communication skills
- Ability to work quickly and accurately under pressure whilst ensuring attention to detail
- Evidence of ability to work within a team environment, demonstrating tact and diplomacy with other members of staff and service users
- Competent use of Microsoft Packages

## **Hours of Work**

Monday, Tuesday & Wednesday      08:45 to 12:30 & 13:30 to 17:15

Thursday & Friday                      08:45 to 12:30 & 13:30 to 17:00

## **Reward**

- Automatically enrolled into Lincolnshire County Council's Local Government Pension Scheme.
- 23 days holiday (increasing to 27 days after 5 years' service) + bank holidays + 3 extra statutory days.
- Admission to the Board's Sickness scheme after six months service.