



Job description of the Administration Assistant

General: The Administration Assistant is responsible for the efficient operation of most aspects of the Centre's administration and daily financial procedures as detailed below, as well as supporting the other members of staff as necessary.

Qualifications:

Essential

- Needs to be at least 21 years old
- Is a member of an Association recognised by WOSM/WAGGGS
- Understands, speaks and writes reasonable English
- Excellent spoken and written German
- Is able to work as part of a team of volunteers

Desirable

- Knowledge of other languages
- Enjoys guest contact
- Capable of working alone and organising work in an efficient manner
- Computer literate
- Knowledge of the ABACUS book keeping system or other financial bookkeeping systems or willing to learn
- Has a full drivers licence

Management:

General

This position is part of the Internal services Department at the Centre.

Line manager

The line manager for this position is the Internal Services Director. You will have weekly regular meetings with him/her to cover operational matters and an appraisal approximately every 6 weeks.

Team management

You will have regular contact with other members of the Long Term Staff team and it is essential to build up a good working relationship and system of communication with them.

Staff

You are not responsible for any of the Long or Short Term Staff on a full time basis; however, there is a lot of project oriented work that is done together with other members of the staff team.

It is expected that you will help out in other areas as requested, especially in the summer season, also for your benefit to increase your contact with others.

Areas of Responsibility:

Guests:

- Ensuring a high standard of guest service at all times
- Dealing with guest enquiries relating to insurance matters
- Organisation and running of shop when no Shop Manager present
- Assisting in Reception as needed and organised

Staff:

- Supervision of staff working on admin related projects
- Supervision of staff working in the shops (see above)
- Assisting new staff with their financial affairs e.g. setting up bank accounts, insurance possibilities
- Care and management of all staff employed by the Centre
- Participating in Long Term staff training and development

Work:

- Most aspects of the financial book keeping work including daily bank related work, petty cash, bill checking, currency exchange rates, etc.
- Assisting the Director with all administration and general support matters
- Responsibility for the Shop when no Shop Manager is present (see separate job description for this position)
- Responsible for the membership registration of the KISC Association
- Responsible for the budget lines for administration
- Responsible for all bills sent out on behalf of the Centre and the successful incurring of outstanding Centre and Guest bills
- Contacts with suppliers and companies
- Preparation of the monthly summaries and controls
- Control of all aspects of insurance related to the Centre
- Control and order of all office materials
- Examining ways of reducing costs in all areas of the Centre
- Assisting other staff with German translation as needed
- Control of the KISC stationery
- Control of stamp orders within the Centre
- Control and dealing with incoming mail
- Maintenance and updating of the Administration Assistant file
- Cleanliness and control of the administration (storage) areas

Other areas:

- Taking the minutes in different meetings
- Member of one of the Internal Teams operational.