**JOB DESCRIPTION & PERSONNEL SPECIFICATION**

**Job title:** Office Administrator

**Company:** Portaferry Regeneration Limited

**Location:** Unit 10 Brewery Yard, Portaferry, BT22 1LT

**Reports to:** Chairperson of Portaferry Regeneration Limited

**Term:** **Temporary** Part Time – 7.5 hours per week (Wednesday and Friday 9 – 12.45pm) – some Saturday and evening work required

**Salary:** £12 per hour

**Description of the post:**

**Temporary Part-Time Post to cover Maternity Leave**

**Start date: Week Beginning 16th January 2023**

**End Date (may be extended): 31st July 2023**

The postholder will carry out all duties associated with the administration and operation of Portaferry Regeneration Limited.

**Main duties & responsibilities include:**

* Assisting the chairperson in day-to-day operations including the coordination and management of meetings, email and diary management, and other general office duties including filing
* Dealing with tenants including answering queries relating to tenancy
* Dealing with property related matters
* Organising and managing all aspects of the monthly ‘Market on the Square’ including social media marketing and financial management
* Liaising with the company Accountants and preparation of financial returns
* Preparation of monthly financial reports for Directors
* Managing the petty cash
* Responding to general enquiries and forwarding to the chairperson/others if necessary
* Assisting in the formatting, preparation, and proof reading of funding applications/documents
* Preparing and issuing monthly board meeting papers
* Co – ordinating meetings, booking rooms, scheduling video – conferencing etc.
* Procuring promotional materials, catering, office supplies etc.
* Organising, updating, and maintaining various distribution lists.



**This job description is intended to describe the general nature and level of work of the postholder. It is not a complete list of all responsibilities, duties and skills required for the job.**