**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| *Job Title*: | **Team Administrator** |  |  |
| *Department*: | **GOV** | *Reporting to*: | **Executive Assistant** |
| *Payroll Department* |  |  |  |
| *People Responsibilities*: | None |

### **Main Purpose of Role:**

Providing professional and efficient administrative support to the Senior Leadership Team (SLT) and the Executive Assistant in line with HTA policies and procedures.

## **Role Responsibilities:**

* Provide administrative support to the SLT including scheduling meetings, coordinating calendars and handling correspondence, etc.
* Assist in preparing reports, presentations and other documents as needed.
* Maintain and organise company records, documents and filing systems, both physical and digital, ensuring easy retrieval and compliance with data protection.
* Act as a point of contact for internal and external communications, including answering phone calls, responding to emails and directing enquiries to appropriate staff/departments.
* Assist in planning and organising company events and meetings.
* Assist with financial tasks, such as drafting and processing expenses, processing invoices and supporting budget tracking and financial record-keeping.
* Provide cover in the absence of the receptionist.
* Provide support with the set up and take down of table and chairs in function rooms, as may be required by the Executive Assistant from time to time.
* Provide administrative support to projects and any other task as directed by management and the Executive Assistant.
* Undertake such other duties, commensurate with the responsibilities above, as may be required by the HTA management team from time to time.

**Person Specification**

**Essential Skills and Qualifications:**

* Proven previous experience within an administrator role.
* The ability to work as part of a team, support colleagues and promote excellent team spirit.
* Excellent communication skills and able to maintain confidentiality and act with discretion and displomacy.
* Ability to effectively engage and build solid relationships with colleagues across the organisation and external stakeholders.
* Strong administrative, organisational and time management skills alongside attention to detail and accuracy.
* IT Literate with demonstrable knowledge of MS Office including Outlook and Excel.
* Customer focussed and able to anticipate, understand and respond to meet or exceed customer expectations.
* Educated to GCSE standard.
* Self-motivated and ability to work under own initiative and as part of a team.

**Desirable Knowledge, Skills and Experience required:**

* Experience of covering or working in a receptionist role.

**HTA Core Purpose**

We help our members to flourish

**HTA Mission Statement**

‘On behalf of our members we promote, support and nurture our industry to ensure a robust and sustainable future.’

Our aim is to recruit and retain people with the behaviours that support our mission and who will grow with us and achieve more.

**Our Values**

**Collaboration**

Approachable, responsive and helpful, nothing is too much trouble. Enthusiastic, self-motivated and confident with a ‘can do’ attitude

**Integrity**

Demonstrate honesty, trust, openness and respect when liaising with people. Treat everyone as an individual and be responsive to their needs.

**Innovation**

Keen to develop and learn new skills. Welcomes change, is flexible and can adapt and deal with various demands. Pro-active, open to new ideas and encouraging of ways to continually improve.

**Influence**

A good communicator who listens and is able to express themselves clearly. A professional and informed approach to our members and customers. Providing specialist knowledge leading to a fulfilling experience