

Job Description

<i>Job Title:</i>	Team Administrator
<i>Department:</i>	GOV <i>Reporting to:</i> Executive Assistant
<i>Payroll Department</i>	
<i>People Responsibilities:</i>	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 diplomacy.
- 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