

Administration Assistant

Summary

This position is of an administrative nature and provides high level administration assistance to a department team of Directors and staff. The administration assistant exercises independent judgment and action, including making frequent decisions in accordance with delegated responsibilities from assigned Line Manager, providing the department with technical, as well as general administrative support, with only occasional instruction or assistance.

Accountabilities

- Performs a full range of varied complex, sensitive, highly responsible, and confidential office administrative and secretarial support functions including but not limited to producing letters, reports, memorandums, photocopies, files and distribution of mail.
- Plan and organise work activities; recommend improvements in workflow, procedures, and use of equipment and forms; implementing improvements as approved.
- Organise and maintain filing systems, providing administrative, support to a team of Administrators with regard to general office tasks such as filing, scanning and photocopying.
- Draft and/or word process, format, edit, revise, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions and other specialised and technical materials from rough drafts, modified standard formats, and brief verbal instructions.
- Proof-read, verify, and review materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.
- Develop, prepare, and monitor various data, office files and records for current and accurate information including manual and computer data and other specialised or technical documents processed.
- Use of online banking systems and making payments.
- Ensure compliance with appropriate internal, professional and regulatory standards, including those of the Guernsey Financial Services Commission, and ensure that appropriate Anti Money Laundering procedures are adhered to at all times.
- Communicate in a positive and effective manner with staff and clients, organising and maintaining calendar appointments, booking taxis, couriers and arranging travel and meeting itineraries, as required.
- Provide cover as first point of contact, effective 'meeting and greeting' of visitors to the Company by switchboard with due regard to the reputation of the Company, as required.
- *Ad hoc* duties as required, to support the Directors and staff.

Requirements

- Previous experience in a Fiduciary/Financial environment would be an advantage.
- Strong ability to communicate effectively and when necessary diplomatically, with people at all levels.
- The highest levels of confidentiality are expected of the jobholder at all times.
- The ability to stay calm under pressure.
- Efficient, well organised, self-motivated and able to use initiative.
- Proficient with proprietary office software systems.