



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Overall Responsibilities

The Administrative Assistant will be responsible to the Town Clerk. The Administrative Assistant will be responsible for a number of different administrative aspects of the Town Council with priority given to and managing all administrative aspects of the Council's markets.

The Administrative Assistant will further assist the Clerk for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Administrative Officer similarly to the Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. However, the above in relation to the Administrative Officer refers primarily to the concern of Planning and Council Allotments. Delete

Other primary duties and responsibilities will include:

- To provide administrative support service to the office.
- To assist with the organisation/coordination of functions and events and to attend events and functions as required
- To assist with the Town Council allotments
- To assist with the Town Council grant scheme
- To prepare paper meeting packs for Town Council meetings
- To be familiar with updating the Town Council website

Specific Responsibilities

1. Customer Service

- Helping members of the public who contact the Town Council.
- Dealing with general queries by phone or from visitors to the office.
- Dealing with routine enquiries and correspondence without reference.
- Monitoring the Council's general email and social media accounts.

2. Administrative Service

- Regular communication with the Town Clerk.
- Typing of letters/emails and correspondence.
- Contributing to the preparation of the Bingley Town Council newsletter?

3. Purchasing

- Purchasing stationery and other items as required.
- Source and purchase specific items under the direction of the Town Clerk.
- Monitor and replenish all stock items as required.

4. Equipment

- Providing information regarding equipment i.e. updates/replacement.

5. General

- Assisting the Town Clerk in a variety of tasks.
- Assisting in the organisation of events and functions.
- Attending training courses or seminars as required by the Town Council
- Providing help and assistance to the Town Clerk and Councillors.
- Undertake any other appropriate tasks that may be deemed necessary by the Town Council