

Job Description

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| 1. JOB DETAILS | | DATE: October 2020 |
| JOB TITLE: Moray Chamber – Administrator | | JOB HOLDER: |
| DIVISION/DEPARTMENT | EMPLOYEE No | LOCATION/SITE: |

2. REPORTING TO: CEO – Moray Chamber

3. JOB PURPOSE: To complete administrative tasks relating to the operations of Moray Chamber

4. MAIN DUTIES AND RESPONSIBILITIES - Key Result areas

Associated admin tasks for new and existing members including updating CRM, spreadsheets, website
 Administering the KICKSTART programme
 Collating and presenting business data
 Providing admin support such as minute taking at Director meetings
 Basic bookkeeping
 Updating and monitoring social media
 Communicating news to members through various digital mediums
 Diary management
 Sharing content for and from members

5. KNOWLEDGE, QUALIFICATIONS, SKILLS and EXPERIENCE

Office administration experience
 Interpersonal skills
 Understanding of basic bookkeeping
 Basic knowledge of social media / mailchimp

6. JOB FEATURES

Planning and Organising – ensuring smooth administrative operation of Moray Chamber of Commerce

Time Management – prioritising conflicting deadlines

Finance – Ability to process financial transactions

Problem Solving – addresses current and anticipates problems

7. Dimensions

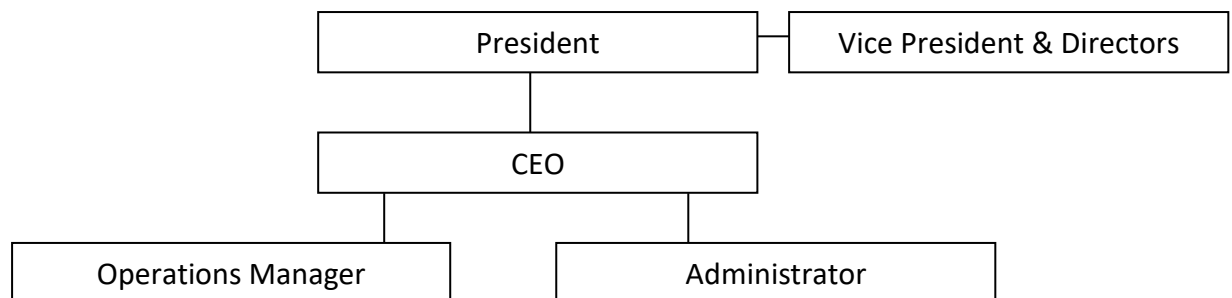
Staffing – Team of 3, no direct reports

Financial- basic bookkeeping entry

Customers/Suppliers- provides a service to all Moray Chamber members

Operational Satisfaction- Chamber Survey results/ membership numbers

8. ORGANISATIONAL CHART



Job Holder.....

Manager.....

Date.....