ROYAL HOLLOWAY
University of London

JOB DESCRIPTION

Department: IT Department

Post Title: Admin Assistant (Casual)

Grade: Casual Hourly Rate

Reports to: Admin Manager

The Administration team is responsible for the smooth running of administration and financial support across IT as well as providing support to the senior staff in the department. The post holder is expected to support the Admin Manager in delivery of this service across a wide range of duties. This is a varied role and requires the post holder to balance their time carefully to ensure that planned tasks are completed to schedule whilst providing a quick and efficient response to requests as they arise on a day-to-day basis.

The main responsibilities of the post are:

- Raise and processes purchase orders.
- Organize and maintain departmental office supplies and equipment.
- Order supplies and maintain annual order contracts using the College's electronic Agresso system and process receipts and other associated invoicing tasks.
- Collate and maintain IT departmental staff records for holiday and sick on the 'timeoff' system.
- Liaise with Estates and Campus Services and other service providers on housekeeping matters and maintenance requests.
- Provide personal assistance to all senior members of the IT department and administrative support to the departments as a whole.
- Arrange meetings and room bookings.
- Arranging travel and accommodation.
- Miscellaneous administrative tasks.

Other

- Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

All employees are required to work with the University's Equality and Diversity Policy in the post holder's own area of responsibility.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.