



Liverpool & Sefton
Chambers of
Commerce

Position: Administration Assistant

Term: Permanent

Responsible to: Office Manager

Salary: National Living Wage

Job Purpose:

To provide an organisation-wide administration role to enable the Chamber to deliver an outstanding service to business members through membership services, international trade support and events delivery.

Key Accountabilities

- To undertake database administration and reporting activities for the membership and events function of the chamber
- To undertake administration activities which support the processing of export documentation to the required accredited standard
- To provide administrative support for the Chamber's events programme and membership functions
- To provide general support to visitors to the Chamber
- To provide an essential support function to each department as and when required

Competencies:

- Knowledge of office management systems and procedures
- Knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Competency in database software usage
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Some experience in supporting sales or marketing activity is desirable.