

Job Description

Location	Southgate, London
Job Title:	Executive Assistant
Reports To:	Operations Manager
Responsible For:	Supporting the administrative needs of the society and the Executive Director

Job Purpose:

The United Kingdom Thalassaemia Society is a charity that supports the patients and families of people who have Thalassaemia, a rare blood disease. We need someone to help us with the day-to-day running of our office in Southgate after a recent expansion of our operations.

Main Duties and Responsibilities

Office Administration

- Travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations
- screening phone calls, enquiries and requests
- meeting and greeting visitors
- organising and maintaining diaries and making appointments
- Drafting correspondence on behalf of the manager
- Assisting with maintaining the office and stocking supplies
- Ad hoc office management tasks
- Receiving correspondence (post, emails etc) and distributing them to the relevant department

Secretarial duties

- Diary management
- PA duties to Ops Manager, Officers and Trustees
- Preparing committee agendas, minutes, documents
- Organising meetings

Finance and Banking

- Process officers work expenses
- Record all incoming and outgoing payments as directed by the bookkeeper
- Manage and record petty cash expenses
- Bank incoming donations
- Draft cheque payment of invoices and arrange signatories
- Bank and distribute funds to overseas health professionals or groups

Event Management

- Organise, set up and manage awareness events
- Keep a regular up-to-date stock of branded promotional items
- Promote/assist supporters and members with local UKTS fundraising events (dinner and dance,

discos, sponsored fun runs/walks etc)

Reception Duties

- First point of contact for all incoming calls
- First point of contact for all visitors to UKTS offices
- Provide guidance and signpost callers requesting information about Thalassaemia

Requirements

- We do not require someone with existing medical knowledge but you will be expected to learn about Thalassaemia during your time with us
- Administrative skills and PC skills including using Microsoft Word, Excel and Outlook
- Good communication skills and written and verbal English.
- Ability to multi-task
- Able to be friendly and welcoming to patients who will enter the office
- Ability to organise and manage large amounts of information and juggle multiple tasks