



Office administrator

Purpose of the role

- To help ensure the smooth running and organisation of the bureau.

Main duties and responsibilities include:

- Typing letters and memos for bureau workers.
- Updating databases and information systems.
- Filing.
- Photocopying.
- Taking minutes at workers' meetings.
- Answering the telephone, taking messages where appropriate.
- Ordering stationery and other necessary items.
- Completing research and campaigns forms.
- Ordering and organising leaflets.
- Greeting clients.

Personal skills and qualities that an office administrator needs:

- A commitment to the aims and principles of the CAB service.
- To be organised and systematic.
- An understanding of the importance of CAB work.
- Excellent communication skills, both orally and in writing.
- A willingness to attend training and other meetings.
- To be able to work as part of a team.