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**KARORI ARTS AND CRAFTS CENTRE**

**Office Administrator**

**Job Description**

This is a part-time position for 6 hours per week. There may an opportunity to work more hours per week at busy times and during annual leave taken by the Centre Manager. The time for working the usual hours are flexible and in agreement with the Centre Manager. There may be a very occasional need for after hours or weekend work as well.

The Office Administrator will provide administrative support for the Karori Arts and Crafts Centre, the Committee and Centre Manager as follows:-

**General duties**

**Membership, communication and promotion**

* Update social media weekly and website fortnightly with member news and activities.
* Collate, prepare, proof and issue at least one “hardcopy” newsletter per term
* Promote membership to those who call or arrive to see what the Centre has to offer
* Ensure that the noticeboard, website, Facebook and advertising brochures are up to date and dynamic
* Record new member details including member interest information in membership database, update email list(s
* Provide name tags, receipts and letters of membership as required

**Resource Management and Housekeeping:** assist the Centre Manager to complete the following:

Ensure Centre is appropriately prepared for customers during your hours of work (especially printing adequate supplies of the information brochure)

* Follow-up on any malfunctions/problems and get approval for fixing as delegated by Centre Manager
* Managing the Library – recording, labelling and filing new books and returns. Promoting its use to the membership.
* Deal with all routine correspondence, maintain inward mail register, file and escalate as required
* Maintain adequate stationery supplies – paper, ink, post-paid envelopes and other housekeeping supplies
* Maintain adequate housekeeping supplies e.g. tea, coffee, milk, sugar, toilet roll, bin bags and paper towels. This includes ordering supplies with Office Max
* On a weekly basis write-up petty cashbook based on collated receipts and calculate the balance.
* Get Petty Cash cheque signed once per term, present to bank and add cash to petty cash tin.
* Health & Safety: Maintain ACC Register, keep defibrillator and First Aid Kit stocked and functional.

**Accounting:** The majority of this service is contracted out to a Xero specialist therefore your role will focus on liaison and provision of core information to enable their work to be completed. Take responsibility for the following:-

**Revenue:**

* Receipt and record all revenue received via Direct Credit, EFTPOS or cash.
* Scan EFTPOS, Internet banking sheets and bank deposit schedule, then email to book-keeper
* Provide a website schedule of enrolments made from which invoices can be sent for payment
* Develop paid class lists each term from which rolls can be made for our tutors
* Follow-up unpaid accounts monthly. Escalate debts older than one month to Centre Manager to include in Committee reporting.
* Bank all money/cheques as soon as practicable, and use safe until banking occurs.
* Prepare a regular banking deposit schedule as per Administrators Manual.

**Expenditure:**

* Email invoices received from suppliers to book-keeper for input
* Scan any manual invoices and send to Xero specialist
* Save invoices in Finances file for our tax records
* Send information on any new suppliers to the Xero specialist as required

**Event Management:** Assist the centre Manager with administrative tasks associated with events such as:

* Planning
* Developing or updating forms, project plans and minding schedules
* Catering
* Developing invites and promotional material
* Distributing informational material
* Publicity on social media

**Committee Support and AGM**:

* Enter action points from Committee Meeting minutes and circulate with minutes
* Maintain Committee Desk file for all committee members
* Update Charities Commission Database and compile report under guidance Undertake tasks according to the AGM task list as delegated by Centre Manager e.g. purchase gift vouchers, agenda, papers printed

**Other Duties:**

Carry out other duties as required by the Centre Manager.

**Person Specification:**

The Office Administrator will be/have:

* Reliable, pay attention to detail and be accurate
* Excellent communication skills both written and verbal
* Familiarity with social media and website content management platforms
* Extensive customer service experience - as a patient manner in dealing with our members.
* Experienced with general office banking.