

COMMITTEE – SOCIETY VACANCY ADMINISTRATION OFFICER

BACKGROUND

Prince Albert Angling Society is looking to strengthen the Administration Team. Successful applicants would be expected to join the Committee, which meets Tuesday evenings every second week in Holmes Chapel as administration officer and play an active role in the management of the society. The successful candidate would report to the General Secretary or directly to the Committee.

RESPONSIBILITIES AND DUTIES

Responsibilities would include :-

Maintaining statutory registrations (such as CEFAS, ordnance survey), contact lists and PAAS databases, and filing systems.

Organizing and booking travel, hotel arrangements, meeting rooms, marquees etc

Updating and preparing maps and write ups and liaising with printer

Contributing to committee effort by accomplishing related tasks as needed

Developing and updating administrative systems to make them more efficient and resolve problems

Any other task required by the general secretary or committee

REQUIREMENTS

Ability to effectively communicate via phone, letter and email ensuring that all Administrative duties are completed accurately and delivered with high quality and in a timely manner. Experience of the following would be advantageous:-

Reporting and Administrative Writing Skills, Microsoft Office Skills (including emails)

Analysis and problem solving,, Office Administration Procedures Discretion, Judgment , and Patience

THE POSITION

This is a voluntary position for members who are interested in helping the Society to progress. A small honorarium will be paid annually plus travelling expenses and a meeting attendance allowance.

HOW TO APPLY

Interested applicants should write or email

Andrew Strickland, Secretary, P.O. Box 151 MACCLESFIELD, Cheshire, SK10 2HR or email secretary@paas.co.uk

If you are interested but require more information please call Andy Strickland on 0344 335 0389

Administration Officer Job Description:

- Take an active part in the management of PAAS including being an active member of the committee,. Administrative duties and responsibilities include providing administrative support to ensure efficient operation of the society through a variety of tasks related to organization and administration. Responsible for confidential material. **Requirements:**
- Proven admin experience,
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Proficient in MS Office
- Attendance at committee and other meetings (currently in Holmes Chapel)

Top skills & proficiencies:

- Reporting and Administrative Writing Skills
- Microsoft Office Skills (including emails)
- Analysis and problem solving
- Office Administration Procedures
- Discretion, Judgment , Patience