

# GRANGE PARK OPERA

AT WEST HORSLEY PLACE, SURREY

<b>Job title:</b>	Administrative Assistant
<b>Location:</b>	Grange Park Opera Head Office, Alresford, SO24 0AA
<b>Team relationships:</b>	The Administrative Assistant will work closely with all members of the team.
<b>Hours:</b>	Full time 9.30 – 5.30 Monday – Friday. Will consider part time minimum 25 hours per week.
<b>Salary:</b>	£18,000 per annum pro-rata

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks within the Production Office. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities, including:

### Main duties and responsibilities:

- Typing of letters/emails/reports on behalf of senior managers and other production staff.
- Maintaining and updating databases.
- Answering telephone calls.
- Photocopying and filing.
- Assist with the preparation of seasonal artists contracts.
- Assist with travel and accommodation arrangements.
- Prepare and distribute scores as necessary.
- Assist with administrative support to the audition process including collating C.Vs, arranging venues, scheduling audition times and sending relevant information to applicants.
- Archiving scores.
- Assist with collating biographies, measurements and information for the season programme.
- Assist finance department with the chasing and processing of invoices.
- Be flexible in work approach to provide support in other areas/departments as required.
- Any other duties as may reasonably be required.

### General:

- Build and maintain good relationships with all members of the team, communicating well with people at all levels.
- Dealing with all enquiries in a professional and courteous manner, in person, on the phone or via email.
- Adhere to company policies and procedures.
- Be involved and contribute in team meetings.
- Carry out all reasonable instructions given by the management team and be willing to take on additional tasks to balance the team workload.

### Requirements:

- Excellent verbal and written communication skills.
- Working knowledge of office equipment e.g. printers, photocopiers, binders etc.
- Proficiency in MS Office (word and excel specifically).
- Excellent attention to detail and problem solving skills.
- Excellent time management skills and the ability to organize and prioritize work load.
- Strong organisational skills with a high level of accuracy