# A picture containing text Description automatically generatedA picture containing connector Description automatically generatedBusiness Administrator 21 hours per week £11,750.26 per annum (Actual)

**Closing date for applications day 29th May 2022 at Midnight.**

**Shortlisting 30th May 2022.**

**Interviews to be held 31st May 2022.**

The Business Administrator is a brand new role within the organisation that will play a key part in the Business Services team, ensuring the smooth running of Rochdale and District Mind.

The coordinator will work alongside the Welcome Team to maintain comprehensive back office systems and assist with managing a welcoming, non-judgmental Reception service. The post-holder will be responsible for providing administrative support to the Office Manager as well as other senior staff members.

#### Main duties:

* Provide administrative support to the Office Manager and senior staff members.
* Assist with the recruitment of staff and volunteers within the organisation.
* To assist with managing reception and provide cover as required.
* Maintain general office systems and provide associated administrative duties such as record keeping, ordering office supplies, mail distribution, booking events/venues, taking minutes, etc.
* Keep track of staff annual/sick leave, trigger levels and update staff rotas.
* Oversee the Meetings and Events calendars and manage room and online meeting bookings.
* Provide support to the Finance and Business Development Manager in making invoice payments and keeping basic financial records.

To download an application pack please visit: <https://www.rochdalemind.org.uk/get-involved/job-vacancies/> Please send completed application forms to: [johnconsterdine@rochdalemind.org.uk](mailto:johnconsterdine@rochdalemind.org.uk)