

Job Description

Job Title	BID Administrator
Reports to	BID Manager
Salary	Dependent on skills and experience
Type	Part time (20 hours) with the scope to increase to full time
Contract	Fixed Term until March 2023

Principle Accountabilities

The BID Administrator is responsible for the day to day operation of the central BID office. They will be the first point of contact for visitors and field all incoming telephone calls, answering enquiries and taking and relaying messages where appropriate. The post holder will also provide administrative support to the BID Manager and the wider BID team whilst acting as minute secretary to the Board at their monthly meetings.

Key Tasks

1. Meeting and greeting visitors
2. Answering the telephone, dealing with enquiries and relaying accurate messages
3. Preparing and modifying documents, creating and updating standard forms, including correspondence, and reports
4. Basic book keeping, (sales/purchase ledger) reconciliation on bank accounts and general accounts admin
5. Scheduling and coordinating meetings, taking accurate minutes and circulating them to members, ensuring actions are completed in a timely manner
6. Assisting BID Manager on project delivery, attending meetings and visiting BID businesses
7. Editing and updating the website and social media pages
8. Operating standard office equipment
9. Ordering and maintaining stationery supplies

Other features

1. The nature of the role means that, on occasions, the ability to work flexibly to attend meetings and events will be required, as these occasionally take place out of hours.