

HEALTH FOR ALL

Transport Administrator

JOB DESCRIPTION

SALARY	£4,235.40 per annum for 9 hours (Full-time equivalent £16,471.00 per annum, £9.05 per hour)
HOURS	9 hours per week (Tuesday & Friday afternoons)
OFFICE BASE	Tenants Hall Enterprise Centre
RESPONSIBLE TO	Board of Trustees, Health for All
REPORTS TO	Transport Manager

MAIN PURPOSE OF POST

To carry out general administration duties for the Community Transport Service.

Duties

1. Receiving incoming calls, dealing with enquiries and problems and where possible and resolving / taking messages where applicable.
2. Supporting the Transport Service with printing, photocopying & filing.
3. Maintaining records for timesheets, for the Transport Team.
4. Supporting the Transport Team with petty cash duties.
5. Supporting the Transport team for events / gala's as and when needed.
6. To undertake any further tasks required to support the Transport Team.
7. To carry out the duties of the post with regard to Health for All's Equal Opportunities and other policies.