

WEST BROMWICH BUSINESS IMPROVEMENT DISTRICT
JOB DESCRIPTION/PROFILE

JOB TITLE: - West Bromwich Town BID – Administrator

RESPONSIBLE TO: - West Bromwich Town BID Operations Manager

Qualifications/Competencies/Skill Requirements: -

- 1) Experience in an outward facing commercial environment
- 2) Good standard of written and spoken English and numerate
- 3) At least 5 GCSE passes
- 4) Good knowledge and experience of general administration practices
- 5) Self-starter act on own initiative
- 6) IT literate
- 7) Experience of general book keeping and company account monitoring including invoices and financial record keeping
- 8) Experience of monitoring database systems

Job Objectives/Duties: -

- 1) Maintaining and updating databases and spreadsheets.
- 2) To work closely with the Operations Manager to ensure that operations and administration activities are integrated
- 3) To be a point of contact for BID Members and any other stakeholder for any administration, BID Levy issues concerning the BID
- 4) To liaise with our accountants to prepare annual records to ensure that accounts are accurate and filed in compliance with company regulations
- 5) To minute and record meetings as required and prepare agenda's
- 6) Receiving telephone calls and visitors during core hours
- 7) Updating of the West Bromwich Town website
- 8) Updating of social media i.e Facebook, Twitter and Instagram
- 9) Circulating information to BID levy businesses by email or post etc or mailshots
- 10) General marketing working with the Operations Manager
- 11) Data collection and input of questionnaires or surveys
- 12) Assisting and assembling newsletters for publications in liaison with Operations Manager
- 13) Preparing reports as required in liaising with the Operations Manager
- 14) Ordering of stationery and office equipment
- 15) Maintain a standard dress and personal hygiene acceptable to the company
- 16) To always act in the best interests of the BID and avoid any behaviour that may damage the BID or bring its reputation into disrepute
- 17) To undertake any other duties to deliver the aims and objectives of the BID that are consistent with the role

Key Skills: -

- 1) Confident with Excel and spreadsheets/Formulas
- 2) Confident with Word and PowerPoint packages
- 3) General IT use in an office environment
- 4) Good telephone and customer facing manner
- 5) Able to work unsupervised and show initiative in problem solving

Hours:- 10am to 2pm Monday to Friday but may need to work additional hours to assist with events and board meetings