

Job Description

Administrative Officer

The Office of: Patrick Grady MP MP - Glasgow North
Employee Name: TBC
Job Title: Administrative Officer
Salary Band: £17,062.50 - £24,913
Location: Outside London

Key responsibilities

- Assisting with arrangements for events (non political)
- Diary management
- Handling administrative arrangements for meetings with members of the public/MP surgeries
- Liaise with external suppliers when required regarding office supplies
- Manage and monitor incoming calls and enquiries
- Opening and dispatching mail
- Photocopying, filing, record-keeping and typing correspondence
- Providing administrative support in relation to MP's expenses scheme
- Responding to enquiries by telephone and email, passing on queries to other team members/MP as appropriate

MP Signature: MP Print: Date:

Employee Signature: Employee Print: Date: