

ADMINISTRATION OFFICER

MAIN DUTIES.

Office Duties

Speak to Councillors and residents when entering office or by telephone and deal with their enquiry or issue.

Deal with Customers, Contractors, volunteer groups via phone, email or in person.

Reporting any issues to District & County Councils via website or telephone.

Liaise with Harborough District Council on local issues.

Stationary & Office control of stock levels and ordering when required.

Accepting payments using IZettle and Cash and receipting items.

Labelling & envelope Agendas.

Deal with any outgoing/incoming post.

Updating notice boards x 2.

General administration duties to include Word, Excel plus internet.

Update holiday spreadsheet & office board and employee annual leave records.

Filing.

Save maintenance records to computer.

General administrative support to Maintenance Team.

General administrative support to Events.

SUPPORT DUTIES (ANNUAL LEAVE)

Allotments (To support Deputy Clerk)

Create tenancy agreements.

Deal with enquiries.

Create any letters to be sent via Admin software.

Collect annual rent.

Allocation of plots.

Maintain waiting lists.

Deal with any concerns & emails.

Funerals (To support Deputy Clerk)

Deal with Funeral Directors arranging Funerals (either in office or email)

Receiving emails from Funeral Directors

Completing Exclusive Rights

Completing Interment Documents

Completing Memorials documents

Attending Funerals

Once payment received & processed on Rialtas post to admin software

Complete Death Certificate

Create Grant of Rights and post to grant owner with rules & regulations