



Palestine Solidarity Campaign

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Administrative Officer

The Palestine Solidarity Campaign (PSC) is advertising for a part-time post (up to 15 hours/week).

We are looking for a reliable, enthusiastic, accurate, and well organised person, to work as part of our small team.

This post is for an initial term of 6 months, with a possibility of extension subject to funding.

For more information please email psc.admin@palestinecampaign.org

Job Description

- Inputs information quickly and accurately from a variety of sources into membership and finance databases.
- Takes customer orders and ensures that they are fulfilled.
- Handles enquiries including incoming phone calls.
- Provides administrative support for servicing of the Executive Committee.
- Maintains supplies inventory by checking inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- General office tasks including filing and photocopying.
- Supervises volunteers on administrative tasks.
- Works within the policy, aims and objectives of the Palestine Solidarity Campaign.
- Respects and maintains confidentiality of information.

Person specification

- A self starter, able to prioritise with a flexible approach in order to support the campaign and ensure all critical dates are met.
- Methodical and organised with good attention to detail.
- Ability to work as part of a team.
- Speedy and accurate input and word processing skills.
- Experience of working with databases, Microsoft Word and Excel. Experience of working with other MS Office programmes is desirable.
- Previous customer service experience an advantage.
- Professional telephone manner.