**Administrative Officer**

The Palestine Solidarity Campaign (PSC) is advertising for a part-time post (up to 21 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 a fixed term until the end of August, with a possibility of extension subject to funding.

**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 Raiser’s Edge database system an advantage. Experience of working with Microsoft Word, Excel and other MS Office programmes is desirable.
* Previous customer service experience an advantage.
* Professional telephone manner.

\* *schedule to be agreed with the successful candidate, within standard office hours*