Administration Assistant – Editorial & Methods Department

**JOB DETAILS**

**Job Title:** Administration Assistant – Editorial & Methods Department

**Reports to (title):** Senior Information Specialist

**Date:** May 2018

**PURPOSE OF THE JOB**

This role provides effective and efficient administrative support the Cochrane Editorial & Methods Department (EMD).

**PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS**

**Key Tasks:**

- Diary management for senior EMD team members.
- Organising travel and accommodation for trips and conferences for senior EMD team members.
- Assist the EMD Administration Officer and EA to the Editor in Chief in providing administrative support to the CET including:
  - Organise and book online meetings using GoToMeeting
  - Handle incoming invoices and ensuring these are forwarded to finance department appropriately
  - Filter and monitor the relevant e-mail lists
  - Support meetings as required including co-ordinating agendas, taking minutes, circulating papers and organising refreshments
  - Assist with the production of posters and other materials for use at meetings and presentations
  - Provide support to and cover for other administrative staff as and when required in order to ensure continuity of service
  - Undertake other duties as necessary

**PERSON SPECIFICATION**

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Registered Office: Cochrane, St Albans House, 57-59 Haymarket, London SW1, UK
Essential
• Previous experience of providing administrative support to a team
• Intermediate level IT skills, including Word, Excel and PowerPoint
• Strong organization and prioritization skills
• Excellent written and verbal communication skills
• Excellent interpersonal skills
• Professional telephone manner
• Ability to work methodically and accurately
• A flexible approach with the ability to respond quickly to issues as they arise
• A pro-active approach to problem-solving
• Awareness of handling confidential and sensitive information

Preferred:
• Experience of healthcare charity sector.

KEY INTERFACES
Internal: All groups within Cochrane, particularly Central Executive Team
External: Suppliers, Stakeholders, Partners

DIMENSIONS
Budgetary responsibility: None
Number of direct and indirect reports: None