



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

Cochrane is an equal opportunities employer

www.cochrane.org | www.thecochranelibrary.com

Registered Charity No 1045921; Registered in England No 3044323

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