

Role Title	Office Administrator
Job Purpose:	To provide efficient administrative support to the Welsh Black Cattle Society and its members.
Reports to:	Trustees of the Welsh Black Cattle Society
Line Manager:	Secretary of the Welsh Black Cattle Society
Location	The post holder will be based at Builth Wells office but may be required to attend other sites associated with the work of the Society from time to time.
Main Duties	<p>The post holder will be required to carry out the following tasks:</p> <ul style="list-style-type: none"> • At the direction of the Trustees of the Welsh Black Cattle Society, undertake a range of administrative tasks to ensure the efficient and effective administration of the Society's day-to-day business • Administer the annual membership subscription process, including the issuing of invoices, receipts, reminders, processing cancellations and resolving any resulting queries • Administer cattle registrations and liaise with relevant agencies • Assist with the collation of information for inclusion in the Society's various publications, including the Herd Book and Journal • Provide necessary information to Auctioneers of Sales and Dispersal Sales • Maintain manual and computer records concerning members, registrations, sales etc. • In the absence of staff assist with other duties • Carry out any other reasonable tasks that may be allocated from time to time
Additional attributes	<ul style="list-style-type: none"> • Demonstrate ability to manage time effectively • Demonstrate a commitment to equal opportunities and diversity • Attend training courses, Society meetings and other team events as required • Be responsible for his/her own health and safety
Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Experience of office administration • Appropriate literacy and numeracy skills • IT literate to intermediate level • Communication skills • Self-motivated • Ability to work as part of a team <p>Desirable</p> <ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh • Basic knowledge of farming issues
SKILLS	

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the Society, but duties will always be commensurate with the pay grade and experience required for the role.