Office based Part Time Administrative Assistant : 18-20 hours per week

Job Description:

You may cover many of these tasks in one day or there may be weeks between them

- General telephone work - (first port of call)
- Computer work including our system membership software
  - Outlook, excel, word and Rakefet (this is a bespoke package and in house training will be provided).

- Bookings - Halls, Bar/Bat mitzvahs, weddings, general activities that are involved

- Consecration bookings, confirmation letters and organizing teas etc

- Arranging Memorial stone cleaning updates, tracking and reporting

- **Funerals** - dealing with the bereaved immediately after deceased has died and organizing, in a very short space of time (sometimes 2-3 hours) the funeral to take place at our cemetery. Liaising with all involved with the organization of funeral including sextons, Chevra Kadisha (burial service), our drivers, checking reserved plots, Rabbi, mourners’ car booking, minyan sourcing. We have well defined processes

- Some membership subscription work involved - cash recording

- Helping our Finance member of staff with report as and when

- Yahrzeit (death anniversary) updating on spreadsheets and membership system. Preparing letters for mailing.

- Dealing with members with their queries regarding membership by telephone and face to face

- Wedding applications for the Chief Rabbi’s office

- Stationery ordering

- Mailings - subscriptions, mailshots quarterly and annually etc

- Annual calendar organization and advertising mailshots

- Aliyot (call ups) letters or email for the synagogue and

- General liaising with our Honorary Officers
- General office duties including making the drinks, shredding confidential data, filing, franking, photocopying, week documents, timetables, events, noticeboards etc

- Ability use social media what’s app and populate Etz Web pages and facebook items.

Skills / competences:
We need someone who will be committed to the job as it is a responsible position.

Training will be provided but the candidate will need to demonstrate good computer skills and familiarity with word, excel, outlook and social media

Needs excellent organisational and personal and interpersonal skills.

Face to face and telephone communication skills

Ability to work on their own.