

Full-time Administration Assistant, Port St Mary Commissioners

An excellent opportunity for someone proactive to join a busy office and get involved in all aspects of the business conducted by Port St Mary Commissioners.

Including but not limited to:-

Assistant to the Clerk – General admin duties including maintaining diary, assisting with the preparation of Board packs, copy typing, dealing with correspondence (verbally, electronically and by letter), maintaining records and ad-hoc tasks as required.

Standard Office Duties – Being the face of Port St Mary Commissioners, which entails being first point of contact for answering the phone and dealing with general enquiries from the public. Ordering and monitoring stationary levels. Dealing with lost property handed in throughout the village. Ensuring the electoral register is current and available. Monitoring and managing the central email address.

Finance – Weekly reconciliation of the till.

Housing – Taking rental payments by phone or at the counter. To record information from tenants regarding faults in their homes and report it accurately to the Foreman or the appropriate contractor. Opportunity for career progression – learn from and assist the Housing Officer.

Planning - To assist with processing all planning applications and be responsible for their filing. To inform the Planning Office of the Board's comments.

Property Searches – Assist with carrying out property sale/purchase searches throughout Port St Mary.

Town Hall & Facilities - To deal with enquiries regarding the hire of the Town Hall and all other let rooms. To keep a record of all the bookings and to show potential customers around the hall and rooms. To be responsible for all aspects of the letting areas including assisting with weekly checks of the fire alarm systems, check the Town Hall lift is operating, lighting and heating is operating in the town hall and report faults.

Events - To organise all events for Port St Mary Commissioners, i.e. Celebration of Christmas, Mona's Queen Anchor Memorial Service, Remembrance Service and any other events the Board requests.

Media & Information – Management of all social media along with websites for Port St Mary Commissioners & Southern Sheltered Housing Joint Board. Updating notice boards throughout the village with relevant information & posters. The Town Hall is also a Tourist Information Centre, this involves dealing with queries, ordering and ensuring information leaflets and transport timetables are available and up to date.

Board Meetings - Preparing for Board meetings, to include refreshments, relevant papers and planning information.

Parking Permits - Handling and issue of parking permits for Southern Sheltered Housing.

Full time - Starting at £26,402. Top scale is set at £29,184 per annum.

There will also be an opportunity for additional on call hours and payment.