

# Administrator

## **Purpose of the role**

- To help ensure the smooth running and organisation of the bureau.

## **Main duties and responsibilities include:**

- Answering the telephone and taking messages where appropriate
- Filing
- Photocopying
- Shredding
- Faxing
- Scanning Documents
- Casebook in-house computerised system
- Post in & out
- Making up client files
- Re-imbursing travel expenses

## **Personal skills and qualities that an administrator needs:**

- A commitment to the aims and principles of the CAB service
- To be organised and systematic
- An understanding of the importance of CAB work
- Excellent communication skills, both orally and in writing
- A willingness to attend training and other meetings
- To be able to work as part of a team.