

## THE SOCIETY OF OCCUPATIONAL MEDICINE

### Job Description

Location - Central London

**ROLE: Administrator**

**LINE MANAGER: Communications and Events Manager**

**CONTRACTED HOURS: Full time 35 hours per week; flexible working in office**

**SALARY: £25k**

The Society of Occupational Medicine's members are health professionals who help people stay in work and live full and healthy lives. They help employers by reducing sickness absence. We produce *Occupational Medicine*, a leading OUP published journal that communicates best practice evidence in workplace health, amongst other member benefits. We are interested in work and how it contributes to better health and wish to ensure our members understand best practice. We highlight innovative approaches that seek to enable people to stay at work through the life course.

### ROLE PURPOSE:

Ensure the smooth running of the Society of Occupational Medicine's office administration functions and support the SOM team with events, communications, finance, and membership CRM administration. Some support may also be offered to other areas and team members depending on requirements.

On the job training will be provided.

### Communications and events

- Updating mailing lists
- Adding new contacts to OH Nurse and GP Connect and sending Bulletins
- Drafting and sending emails to members about events, courses, and jobs
- Editing/uploading info to Members Area of website
- Regional group admin e.g. CPD certs and RSVP lists
- Producing monthly Student eNews and quarterly Magazine
- Adding jobs and events to website
- Non membership surveys (Survey Monkey)
- Supporting annual OH Awards and OH Awareness Week

### Membership

- Assisting Membership Coordinator including sending new member packs
- Supporting on Webinars/Zoom seminars
- Maintaining CRM database

### Office

- Answering and directing telephone calls. Greeting visitors
- Maintaining office supplies
- Scheduling meetings and travel
- Collating and distributing mail

### Finance

- Weekly invoicing of Job and Event advertising
- Updating existing finance 'trackers' on Excel with invoicing information

- Data entry of purchase ledger invoices onto spreadsheets and liaising with suppliers on any queries
- Assisting Finance Manager with 'ad hoc' administrative tasks on a weekly basis

The above list of responsibilities is not exclusive or exhaustive and the successful candidate will be required to undertake such tasks as may reasonably be expected within the scope of this role.

**PERFORMANCE INDICATORS:**

- Feedback from Chief Executive and managers
- Feedback from SOM members
- Good timekeeping
- Effective teamwork and initiative
- Proficient on MS Office, Word, and Excel
- Effective communication skills both oral and written
- Strong attention to detail