



**Alzheimer's Disease
International**

The global voice on dementia

Job information

Post title: Office Coordinator

Responsible to: General Manager

Full time, permanent contract based at our office in London SE1 with some opportunity to work from home.

Salary £26,000-£28,000 p.a.

ADI offers flexible working, an 8% employer contribution to a contributory pension scheme, employer-sponsored pension guidance, and a cycle to work scheme.

Main purpose of the job:

- To be responsible for the day-to-day running of the office
- To organise meetings and provide administrative and business support to the CEO, including diary management

About ADI

ADI is the worldwide federation of Alzheimer associations which support people with dementia and their families. ADI was founded in 1984 and registered as a non-profit organisation in the USA. Based in London, ADI has been in official relations with the World Health Organization since 1996.

ADI's vision is risk reduction, timely diagnosis, care and inclusion today, and cure tomorrow. ADI works by empowering Alzheimer associations to promote and offer care and support for people with dementia and their family carers, while working globally to focus attention on dementia and campaign for policy change from governments. ADI produces global socioeconomic information on dementia and publishes the World Alzheimer Report as well as a host of other publications. ADI's current strategic plan can be found at www.alzint.org/about-us/vision-strategy

ADI is a federation that primarily works by empowering its member associations, taking into consideration their geographical and cultural diversity. Each of our members is a non-profit Alzheimer association supporting people with dementia and their care partners. We can only achieve our aims if we work closely together with our members and other non-governmental organisations. More information can be found at www.alzint.org/what-we-do

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Key tasks

1. To provide administrative and business support to the CEO, including diary management and travel arrangements
2. To make travel arrangements for all staff
3. To be responsible for the day-to-day running of the office, including supplies of stationery, materials and handling incoming and outgoing post
4. To take minutes of ADI meetings and other meetings
5. To support the General Manager and CEO with the organisation and scheduling of meetings of the Elected Board, Council and other governance committees
6. To be the main point of contact for general enquiries by email and phone, and facilitate responses to enquiries
7. To be responsible for maintaining office equipment (including printer/copier) and an organised, clean, tidy and safe office
8. To coordinate maintenance of the office, including coordinating with suppliers and liaising with the landlord and their agents
9. To maintain electronic and paper filing systems, ensuring processes are up to date and effective
10. To check and maintain stock of publications
11. When necessary, to establish office policies and ensure they are maintained
12. To update contact databases as appropriate
13. To support the General Manager with personnel matters, including staff rotas, recruitment and induction
14. To perform any other reasonable duty commensurate with this post as required by the line manager or CEO

Person Specification

The successful candidate will need to demonstrate they meet the following criteria:

Experience

- Experience of administration in an office environment (essential)
- Experience of providing administrative support to senior staff (essential)
- Experience of work in the voluntary sector (desirable)

Knowledge, Skills and Abilities

- Excellent organisational ability (essential)
- Ability to coordinate meetings working with people across the world (essential)
- Effective written and oral communication skills in English (essential)
- Ability to build relationships with a diverse range of contacts (essential)
- Ability to manage time effectively and work to deadlines (essential)
- Good numeracy skills and attention to detail (essential)
- Ability to manage multiple tasks and adapt quickly (essential)
- Ability to work independently and as part of a team (essential)
- Good working knowledge of Microsoft Windows, Word, Excel, PowerPoint and Outlook (essential)
- Empathy with ADI's aims and values (essential)
- Degree-level education (desirable)
- A second major world language (desirable)