

Administrative Assistant

10/07/2022

Dear Sir/ Madam

Please accept my enclosed application for the position of administrative assistant at the University of Warwick. I read the job description and I am very confident to apply for this job. My skills match your job description. I know that I don't have experience and that you could hire anyone in my place, but I promise I won't let you down. I had previous experience in my college at Matthew Boulton where I was a receptionist for two months, I had to stay for a short period of time because I had work experience for my business administration course. There I learnt all the skills that you need for this job, like booking events, also I have great communication skills. I would love the opportunity to join the team at the University of Warwick, this will be a great chance for me to gain knowledge and experience. Thank you.

Sincerely,

Andreea Ruse

Administrative Assistant- job post

[University of Warwick](#)

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University of Warwick•Hybrid remote

£20,092 - £22,254 a year - Full-time, Part-time, Permanent

Full Job Description

Permanent position, 36.5 hours per week.

The Department of Physics seeks to appoint an Administrative Assistant to provide general secretarial and clerical support to research groups. As part of the existing administrative team, you will be involved in a diverse range of activities associated with working in a busy academic department.

You will have excellent communication skills as regular liaison with internal and external people will be necessary. You will be able to organise conferences and other events, and make bookings and travel arrangements as necessary. You will be able to prioritise your own workload, and use your own judgement to work independently as well as within a team. You will have excellent IT skills with good working experience of Microsoft Office packages and an ability to quickly learn and use new IT packages. In addition to the duties specified you will assist with other clerical activities, including providing back-up for other staff absences.

Full training will be provided as appropriate. Whilst training you will be expected work full time on campus. There may be scope for some hybrid working once the training period is completed but due to the nature of the role you will still be based on campus for the majority of the time.

This is a full time position with an immediate start. All applications must be accompanied by a CV and covering letter.

We will consider applications for employment on a part-time or other flexible working basis, even where a position is advertised as full-time, unless there are operational or other objective reasons why it is not possible to do so.

Please direct all informal enquiries to Katherine Branch, Senior Administrative Officer,
k.branch@warwick.ac.uk.

Interview Date: TBC.

JOB PURPOSE

To provide administrative support to a busy academic department. To assist other support staff at peak periods and provide back-up for staff absences.

DUTIES & RESPONSIBILITIES

1. Provision of comprehensive administrative support to research groups in Physics.
2. Providing accurate advice and information to staff and students on University processes and procedures.
3. Processing purchase orders, expense claims and invoices.
4. Planning, arranging and co-ordinating scientific conferences, workshops and meetings. To include the organisation of travel and accommodation for delegates and appropriate room, IT and catering bookings.
5. Booking and confirmation of travel arrangements for staff and students, for example rail, flights, car hire and taxi bookings.
6. Developing and updating research group web pages, and any web pages relevant to impending meetings and conferences.
7. Providing support as part of the existing administrative team and acting as back-up for absences.
8. Any other additional administrative duties associated with working in a busy academic department.

ANDREEA RUSE

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Professional summary

Skills I am a conscientious person who works hard and pays attention to detail. I am an active person and very positive, I can adapt in all condition. I am open with other people and I like to work as a team, to pick up new skills and eager to learn from others, but I can work very well on my own.

I have very good skills in Microsoft Office, I know how to work with Word, Power Point, Excel, Outlook. This is a great opportunity for me and I will be glad if you can give me a change. In case you are not hire me for this post, I would be grateful if you would keep my CV on file for any future possibilities.

Education

GCSEs grade 2

Jan 2017

Birmingham Metropolitan College — Birmingham, England

- Hillcrest School & Sixth Form Centre year 11
- Functional Maths E3
- Functional English E3
- Functional Live and Living E3
- I did one-year accounting in Romania
- Dip 1 Business Administration

Cert level 2 Business Administration

- Skill for the work place course