

# Job Description

## Administrative Officer

**The Office of:** Patrick Grady MP MP - Glasgow North  
**Employee Name:** TBC  
**Job Title:** Administrative Officer  
**Salary Band:** £16,478 - £24,472  
**Location:** Outside London

### Key responsibilities

- Assisting with arrangements for events (non political)
- Diary management
- Handling administrative arrangements for meetings with members of the public/MP surgeries
- Liaise with external suppliers when required regarding office supplies
- Manage and monitor incoming calls and enquiries
- Opening and dispatching mail
- Photocopying, filing, record-keeping and typing correspondence
- Providing administrative support in relation to MP's expenses scheme
- Responding to enquiries by telephone and email, passing on queries to other team members/MP as appropriate

MP Signature: ..... MP Print: ..... Date: .....

Employee Signature: ..... Employee Print: ..... Date: .....