

# **OFFICE MANAGER**

## **Role Outline**

To manage the office

## **Main Responsibilities**

To open the office Monday, Wednesday and Fridays from 10.15 – 12 noon.

## **Tasks**

1. The U3A noticeboard should be put outside – on the railings - in Druitt Hall approach and returned to the office at end of office hours.
2. Check answerphone and respond to any messages left.
3. To maintain the Day Book which records visitors to the office and anything of significance during office hours, eg messages which other volunteers should be aware of, messages which needs to be actioned by the Office Manager or Committee members.
4. To organise volunteers 3 mornings per week to assist in the running of the office.
5. To open the post and distribute within the committees' folders.
6. To be responsible for petty cash which is used for car parking, stamps and general office use.
7. To ensure all volunteers are familiar with U3A office procedures.
8. To ensure U3A equipment is signed in and out, book is kept in equipment cupboard.
9. To ensure stationery is fully stocked.