



Centre for Economic
Policy Research

Research Excellence, Policy Relevance

Job Description

Office Administrator

Full time, permanent position

£20K to £25K per annum, depending on experience

Reports to Executive Officer

Key Objectives

We are seeking a bright individual with excellent administrative and organisational skills to support all departments in our busy office.

A multi-faceted role, the Office Administrator will be required to:

- Fulfil the integral office tasks such as reception duties; maintaining kitchen and office supplies; monitoring shared email inboxes; dealing with incoming/outgoing post; booking couriers and parcel collections and preparing invoices for payment
- Administrative assistance to Finance and Publications departments
- Manage the annual process for CEPR Researcher appointments
- Maintain CEPR's mailing lists across multiple platforms
- Disseminate e-communications and printed publications such as eBooks, newsletters, monthly reports and quarterly updates
- Administrative filing, with particular assistance to the Finance department
- Managing room bookings and catering for internal meetings
- General assistance with ad hoc tasks and projects

Person Specification

- Excellent interpersonal communication skills with the ability to work in a team, as well as autonomously
- Ability to work effectively in a fast-paced, hectic and rapidly changing environment and particularly to deadlines
- Good familiarity with the MS Office suite, particularly Excel
- Good attention to detail
- GSCE / 'O' level or equivalent in English and Mathematics
- Right to work in the UK

About Centre for Economic Policy Research

CEPR is an independent, non-partisan, pan-European non-profit organization. Its mission is to enhance the quality of policy decisions through providing policy-relevant research, based soundly in economic theory, to policy-makers, the private sector and civil society. The results of the research conducted by the Centre's network of over 1,000 affiliated researchers are disseminated through a variety of publications, public meetings, workshops and conferences. The Centre also seeks to strengthen the professional excellence of European economics, by fostering and promoting a vibrant virtual community of academic economists.