

JOB DESCRIPTION

JOB TITLE	Examination Assistant (Diploma in Translation /International Diploma in Bilingual Communication)
RESPONSIBLE TO	Examination Manager (Diploma in Translation /International Diploma in Bilingual Communication/)
JOB SUMMARY	To act as administrative assistant within the examination team
WORKING HOURS	Monday to Friday 9-5 pm

DUTIES

To be responsible for:

1. Processing of examination material as follows:
 - Checking in and logging returned examination scripts, mark sheets and tapes
 - Chasing up outstanding returns
 - Maintaining correspondence on the above
 - Preparing scripts for despatch to markers
 - Filing, archiving and storage of returned scripts
 - Preparation of materials for training purposes
2. Processing examiners' claim forms
3. Maintaining the filing system
4. Any photocopying as required
5. Dispatch of post
6. Acting as initial filter for telephone calls to the department when necessary
7. Assisting exam manager with work on examination production and revision
8. Assisting exam supervisor with maintaining databases and examiners' records as required
9. Any other office work that the line manager or exam supervisor may ask to be undertaken
10. Attend two yearly meetings on a Saturday (April and September)

SKILLS REQUIREMENTS

1. Computer literacy, Outlook, Word, Excel, record keeping

PERSONAL REQUIREMENTS

1. Accuracy, numeracy, literacy, effective communication, eye for detail, ability to work as part of a team as well as unsupervised, efficiency, integrity, discretion, good organisational skills
2. Ability to perform the role of a good ambassador for the organisation at all times
3. Linguistic skills and knowledge of another language

The above job description covers the main duties of this position as at March 2010 and may be changed in the light of circumstances after consultation with the post-holder.