

BBA ADMINISTRATOR – JOB DESCRIPTION

FUNCTION

The BBA Administrator is primarily responsible for the effective operation of the BBA Office and is also the communication link between the committee and both the members of the Association and external third parties.

REPORTING: The BBA Administrator position reports directly to the General Secretary but will also communicate directly with committee members on issues relating to their responsibilities, as required.

ROLES AND RESPONSIBILITIES

1. Manage the BBA Office including the following key activities:
 - Handle enquiries received by telephone, e-mail or letter and communication of enquiries to appropriate committee member, as may be required.
 - Prepare and provide documentation for committee meetings (e.g. reconciliation of monies / petty cash, membership applications etc.).
 - Provide oversight of the effective operation of the BBA website.
 - Provide oversight of office equipment and its operability and advise committee of damage and need for replacement or repair.
 - Track and report need for payment and fees for ISP, Website etc.
2. Coordinate and arrange events with specific responsibility for the following aspects:
 - Develop and transmit flyers and other event documentation relating to the announcement of events to the membership.
 - Flyers for BBA events should be sent to Bahrain, Riyadh and Jeddah British Business Groups. In addition, any event announcements received from other Business Groups should be sent to the BBA membership.
 - Manage ticket sales and sign-up for events, including collection of payments.
 - Submit final list of event attendees to the Head of BTO for approval.
 - Coordinate arrangements for events, including with caterers (timings, menu, costs), need for communication equipment for speakers, when required, and for access to 50A, if required.
 - Maintain of a record of accounts for each event in the format specified by the Treasurer.
3. Manage the membership system with responsibility for the following aspects:
 - Maintain a current membership list.
 - Receive and process membership applications for submittal to the membership Secretary for review/ approval at upcoming committee meetings.
 - Generate laminated membership cards.
 - Manage annual subscription and membership renewal process commencing 1 November each year.

- Send current membership list on a monthly basis to British Club, Delmon Club and Rugby Club in Bahrain.
4. Posting of new or updated information on the BBA website.