Admin Assistant

Job Description

**Job Title:** Admin Assistant (Fixed Term 6 months)

**Accountable to:** General Manager (The Ecology Centre)

**Employed by:** The Ecology Centre, Kinghorn, Fife

**Salary:** National Minimal Wage

**Pension:** Contribution Scheme with NEST.

**Hours:** 32 Hours per week Mon - Friday 9am till 4pm

**Holiday:** 28 days per calendar year

**Location:** The Ecology Centre, Kinghorn, Fife

**Requirements:**

**Eligibility for the young person is noted below:**

* To be eligible for Fife Funding, the employee MUST live in Fife
* Aged 16-29 years old
* Must be unemployed and have a barrier to employment ie carer, care leaver, person with disability/health issue, ex offender, qualification less than SCQF5

**Background:**

The Administrative Assistant will be responsible for providing support to the general staff team within the Ecology Centre

As an initial point of contact for visitors and other stakeholders, the post holder will act as an important ambassador for the centre and should exemplify the value, vision and ethos of the centre in all interactions

* To ensure all visitors including stakeholders, contractors etc are warmly and politely welcomed to the centre
* To answer the telephone in a prompt and polite manner, taking accurate telephone messages and ensuring they are passed on efficiently and quickly
* Respond to email messages promptly and accurately, passing on information to relevant staff members as necessary
* To provide refreshments for visitors and others as requested
* To ensure reception areas and shop area are kept in a tidy, professional and presentable manner
* Organise and distribute incoming and outgoing post
* Administrative Support
* Assist in inputting and maintaining the management information database and other computerised records
* Monitor and maintain an accurate record of volunteer attendance, producing reports as necessary
* Update and distribute online and offline communications such as letters, newsletters, social media posts etc to clients, staff and other stakeholders
* Assist with keeping the centre website up to date and relevant
* Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary
* Order, monitor and manage stock
* Provide administrative support to staff as needed

# Person Specification

* Good oral, written and numeracy skills
* A positive and enthusiastic manner
* Excellent attention to detail
* Ability to use IT packages including Word and Excel to a basic level
* Ability to work well as part of a small team
* Understanding of the importance of confidentiality
* A willingness to complete training