

Administrative Officer

Job Description and Person Specification



Post Title:	Administrative Officer
Hours:	35 hrs per week
Salary:	£20,600 plus 7% pension contribution (employees must contribute 1% towards the pension) and a wide range of benefits
Duration:	Permanent Post
Location:	Dunfermline
Reporting to:	Personal Assistant to the Chief Executive

Main Purpose of Post:

To provide high quality administrative support within the organisation thereby aiding and enhancing the delivery of the organisation's services to stakeholders.

Main duties of Post:

1. To provide reception duties, maintaining a professional approach and interacting with staff, tenants, contractors, partners and visitors in a way that it is sensitive to their individual needs and reflects well on the organisation;
2. To provide a full range of administrative services including, but not limited to, telephone call handling, processing incoming and outgoing mail, word processing, spreadsheets, database updates, mail-merge, photocopying, scanning, laminating, shredding, binding and filing;
3. To organise and support meetings, to occasionally attend and take minutes as required;
4. To take bookings and appointments for our Footcare service and other services we offer;
5. To collate information and produce articles for the e-bulletin and the website;
6. Cleaning, tidying and setting up meeting rooms between meeting/events;
7. To undertake administrative tasks in relation to maintaining our database systems;
8. To help ensure that we hold sufficient stationery and other stocks;
9. To support other staff when required in relation to specific activities, eg. event management;
10. To adhere to actions on the office checklist on a daily/weekly basis.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Willingness to learn; work as part of a team and to help others;
- Good word processing skills including experience with Outlook, Word and Excel;
- Good written and numeracy skills, with an attention to detail;
- Good people skills and the ability to deal with a wide range of people in a courteous manner;
- Organised and efficient;
- A personal commitment to equal opportunities and organisational excellence - displays honesty, integrity and a strong sense of ethics in all actions and decisions.

Desirable requirements:

- Relevant work experience in a similar role;
- Understanding of the voluntary or charitable sector.