



Post: Administration Officer
Salary: (£15,697 pro rata)
Hours: 14 hours per week
Location: Blantyre Lanarkshire
Accountabilities: To help maintain the smooth running of the organisation; providing additional administrative support on issues identified by the Manager as required.

Responsible to: Manager

Duties include:

- Reception and Telephone Duties
- Preparation of client documents/case files and portfolios
- Inputting data and appointment management for clients
- Typing/ correspondence/filing/photocopying
- Developing and implementing office systems
- Filling of tenders and submissions
- Organising volunteer/staff documentation
- Collating information and producing reports
- Diary management
- Attending meetings and taking minutes
- Organising events/briefings/seminars/meetings
- Progressing individual pieces of work
- Clerical support to Managers
- General clerical/administrative duties as required

Person Specification

Qualifications:

- Minimum HNC in Administration or equivalent or at least two years' experience in working in a similar discipline/environment
- Experience of dealing directly with volunteers, vulnerable client groups and community organisations in a similar discipline/environment would be an advantage.

Knowledge & Understanding:

- Knowledge of financial/admin procedures and I.T systems
- Understanding of database management.
- Understanding of issues involving vulnerable client groups and community organisations
- Knowledge of public relations and organisation of events.

Essential Experience:

- Experience of computer packages Office/Word/Excel Outlook
- Familiar with office based systems
- Ability to progress pieces of work unsupervised as requested by the Line Manager.

Desirable Skills:

- Excellent organisation and time management skills,
- Strong written and verbal communication skills
- Good interpersonal and organisational skills
- Ability to cope in busy environments

Job Requirements:

- Ability to work irregular hours if required.
- Provide additional cover/ hours during periods of holiday and absence leave
- May occasionally be required to work throughout Lanarkshire
- Current Clean Driving Licence and access to a car is desirable