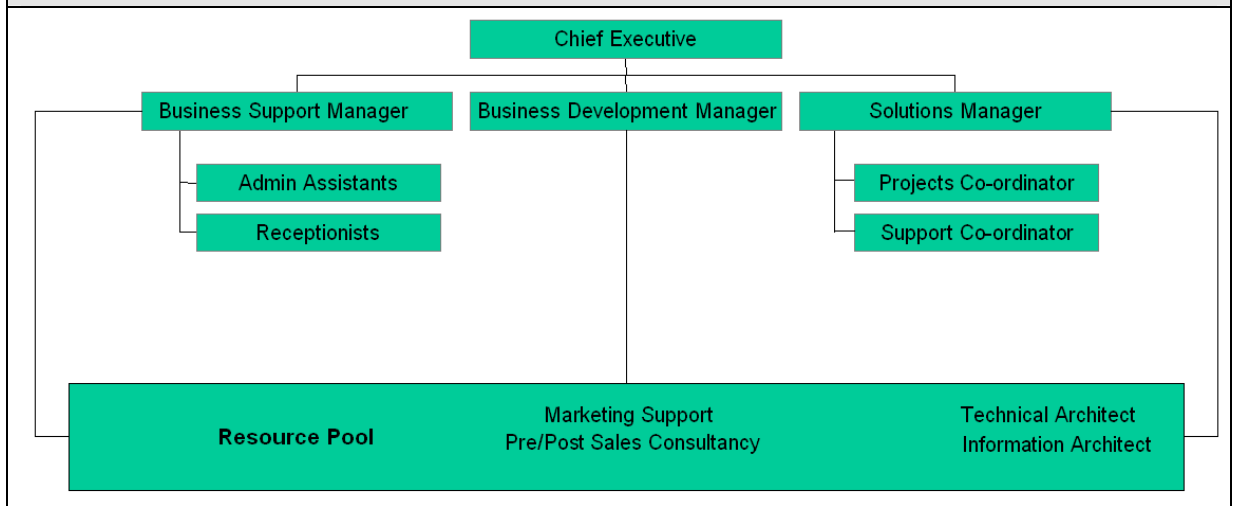


JOB DESCRIPTION

POST DETAILS

- Job Title: Administrator (25 hours per week, fixed hours)
(Ref : FV09-04) 8.30 am – 1.30pm, Monday to Friday
- Location: Drummond House, Stirling
- Reports to: Business Support Manager
- Salary: £18,962 per annum (pro rata)

ORGANISATION CHART



JOB PURPOSE

- To provide the Company with an efficient, professional and comprehensive secretarial service.
- To provide a professional, efficient and effective administrative service to Forth Valley GIS staff.
- To create, monitor and maintain management information and business records relevant to the Company.
- Assist with the maintenance of financial records including debtors and creditors invoices and purchase orders using the Company’s financial system.

ROLE AND RESONSIBILITIES

- Diary management, to organise and schedule meetings for Forth Valley GIS staff, collate information, prepare agendas, prepare papers and other information required for meetings and take minutes as required.
- Respond to telephone and personal callers for Forth Valley GIS staff when required.
- To produce accurate and well presented work using appropriate word processing, spreadsheet or other computer packages.

- Assist with the maintenance of financial records including preparing purchase orders and debtors/creditors invoices using the computerised financial management system.
- To research, prepare and write general correspondence to a high standard.
- To create, monitor and maintain management information systems including: - assets and inventories; time recording; file management and archiving; training; health & safety; HR; customer and supplier information; and customer contracts.
- Booking training courses, conferences and other events for Forth Valley GIS staff including associated travel.
- Co-ordination of recruitment process, including placing adverts, arranging interviews, preparing letters of appointment and reference requests.
- Maintenance of stock for stationery, computer consumables and other office supplies.
- Provide cover for receptionist as required including answering incoming calls, dealing with visitors and maintenance of meeting rooms and reception area.
- General administrative duties as may be considered appropriate for this post to ensure efficient service delivery.

ESSENTIAL WORK RELATIONSHIPS

- Board of Directors, Chief Executive, Managers, Staff, Customers and Visitors.
- Range of suppliers for goods and services.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- 2 years experience in similar position working to high administrative standards using own initiative and with minimum supervision.
- High-level office administrative skills, including word processing, spreadsheets, email software and financial management systems.
- Good communication/inter-personal skills
- Numerate
- Customer service experience with ability to maintain a high level of customer care
- Excellent organisational skills
- Good interpersonal skills and ability to communicate with customers at all levels
- Strong attention to detail, efficiency and punctuality
- Confidentiality
- Ability to work using own initiative as well as part of a team
- Experience using MS Office
- Knowledge of administrative and office systems
- Records management experience

Desirable

- Qualification in a relevant subject
- Formal Customer Service qualification
- Previous experience using Sage 50 Accounts Professional
- Asset and inventory management

Agreement of the Job Description

Signature of postholder and manager, signifying agreement to the stated job description.

Postholder

Signed : Date :

Print Name :

Manager

Signed : Date :

Print Name :