

## **Job description for SCQF Administrator ( Part-Time)**

### **Job purpose**

This postholder will provide administrative support in key areas such as diary and meeting management, events, venue and travel arrangements, database and website support and other day to day administrative duties.

### **Person specification**

The postholder will:

- Have administrative experience with a good all round knowledge of office functions
- pay attention to detail and possess a methodical and focused approach to work
- be a team player, flexible in approach and self-motivated with the ability to work autonomously
- be an excellent communicator both orally and in writing when working with external and internal customers
- demonstrate a customer orientated approach
- have proven planning, organisational, time management and problem solving skills
- preferably have some experience in supporting internal and external events
- preferably have some experience of inputting to customer contact databases and updating webpages
- be experienced in data inputting and data cleaning, ideally will have knowledge of GDPR
- have experience in diary management and booking travel
- be competent in use of Microsoft Office including Excel
- ideally have experience in taking Minutes for team or other informal meetings

### **Roles and responsibilities**

The postholder will:

- Organise room bookings, catering, travel and meetings for a range of staff
- Respond to general queries and enquiries from a range of customers both on the phone and by email, fulfilling requests for materials within required timescales
- Word process formal papers, letters, reports and other documents as requested
- Post events onto the website and Eventbrite and promote on Mailchimp

- Support all aspects of workshop and event arrangements, including booking management, liaising with officers, room set up, arranging materials and doing final checks
- Deal with general office tasks such as covering reception, ordering stationery, outgoing mail, couriers and raising PO's
- Provide admin support for team meetings - producing the agenda and papers and taking minutes
- Maintain a variety of spreadsheets, accurately recording and regularly updating information
- Assist the Senior Administrative Officer in maintaining the customer contact database (Salesforce)
- Undertake adhoc administrative duties and support Team Members when required