



Administration Officer

Job description and Person specification

Salary: £3,666 (fulltime equivalent £18,330)
4 hours 2 days a week (preferably Tuesday and Thursday mornings)
Plus 4% pension
Fixed term 4th January 2021- 31st March 2023

Job Purpose: To perform a variety of administrative and clerical tasks. Duties of the Administration officer include providing support to our Trust Manager and employees, assisting in daily office needs and managing our company's general administrative activities.

Duties

- Support the Trust Managers administration requirements
- Answer and direct phone calls
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters and forms and website/social media queries
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense and basic finance reports
- Act as the point of contact for internal and external clients
- Data entry for evaluation reports
- Undertaking tasks on other aspects of work as commensurate with the expectations of the post.
- Other duties commensurate with the grading of the post

Personal Specifications

Essential

- Proven experience as an Administrative Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment e.g. printers
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organisational skills with the ability to multi-task

- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus, or equivalent experience

Desirable

- An understanding of the roles of the various statutory agencies and voluntary organisations within Glasgow, particularly in the Southside of Glasgow
- Working knowledge/proficiency in a local community language other than English
- Working within diverse communities
- Working knowledge/proficiency in a local community language other than English