

# Administrative Assistant - Projects

## Job Description and Person Specification



<b>Post Title:</b>	Administrative Assistant, 21 hours per week
<b>Salary:</b>	£12.60 per hour with 8% pension contribution (7% employer, 1% employee)
<b>Duration:</b>	This is a fixed term post, initially until 31 March 2025
<b>Location:</b>	Glenrothes
<b>Reporting to:</b>	Head of Health and Social Care

### 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 voluntary and community organisations in the area.

### Main duties of Post:

1. 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, laminating, shredding, binding and filing;
2. To organise meetings, to occasionally attend and take minutes as required;
3. To collate information and produce articles for the e-bulletin and the website;
4. To undertake administrative tasks in relation to our database of voluntary organisations;
5. To help ensure that we hold sufficient marketing stocks;
6. To support other staff when required in relation to specific activities, eg. event management;
7. 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 requirement:

- Understanding of the voluntary or charitable sector.