

**Job Description**

**Post Title** Office Administrator

**Responsibilities** The Office Administrator will work as part of a small team to support and enhance Aquatera’s administration services. The post holder will provide general administrative support to the team and provide reception services for the business, to ensure the smooth running of the day to day business of Aquatera.

**Main Duties**

* Reception duties, including appropriate signposting for enquiries
* Ensure office environs and facilities are maintained to a high standard
* Organising and booking travel for colleagues and visitors
* Minute taking
* Maintain records/filing
* Organise meetings including arranging agendas, booking venues, contacting delegates, collating and distributing paper work, organising catering requirements etc
* Support Office Manager as required
* Assist Executive Administrator in maintaining the quality management system as required
* Assist Executive Administrator in maintaining records and data to ensure ongoing alignment with ISO 9001
* Maintain and monitor records in relation to performance targets and report to the Office Manager
* Provide HR Administration support in recruitment and for leavers
* Maintain HR records and filing systems in line with our data retention processes
* Attend training as relevant to role
* Any other tasks or duties as appropriate to role

**Accountability** This post is line managed by the Office Manager with whom the post-holder can expect regular meetings and an annual appraisal

**Hours** 37.5 hours per week (part-time hours considered)

**Location** The post is based in Aquatera, Charles Clouston Building, Stromness, Orkney

**Salary** Starting salary from £27,300 commensurate with skills and experience (fte 37½ hours per week) + pension allowance

**Pension** A pension contribution equal to 5% of salary will be paid

**Holidays** 30 days per year, inc. public holidays

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Skills** | Good communication/  interpersonal skills  Excellent customer services skills  Excellent organisational skills  Ability to work as part of a team  High standard of work with an emphasis on accuracy  Competent in all Microsoft Office applications  Minute taking |  |
| **Experience** | Experience and confidence in using IT systems  Proven work experience of working to administrative processes  Reception duties and an excellent telephone manner | Previous experience in similar post  Experience of dealing with the public  Experience of supporting management systems  Experience of operating and maintaining HR systems, including recruitment |
| **Education/Training** | Appropriate qualification relevant to role |  |
| **Disposition** | Consistent attention to detail  Ability to work to deadlines  Welcoming and professional  Reliable  Diligent  Confidentiality and discretion  Obliging  Proactive | Quick to learn |