

**Administrative Assistant -
Grade C**

Further Particulars

Description

This full time position is based in Glasgow and the successful candidate will be expected to live in, or within reasonable travelling distance, of Glasgow. The postholder will provide administration support to Area Officer(s) between the hours of 9.00am to 5.00pm Monday – Friday.

Main Duties

- Administrative support to Area Officer(s)
- Members' enquiries
- Support Local Association Office Bearers
- Training Events
- ITC
- General Office Duties

Main Activities

Administrative support to Area Officer(s)

- Manage diaries and schedule appointments
- Process correspondence
- Detail messages for the Area Officer(s)

Members' enquiries

- Provide first line response to members' enquiries.
- Research from appropriate sources and provide information on a variety of issues
- Where necessary record details and contact the appropriate Area Officer or refer the matter to the relevant HQ official.

Support Local Association Office Bearers

- Mailings to members/distribution of minutes, papers etc
- Send details of posting to Head of Finance to enable LA to be invoiced

Support Training Events

- Production and compilation of training materials for training events arranged by either Area Officer or a Local Association.

ITC

- Ensure daily Membership database update processes correctly
- Inform Membership department of any known changes
- Report faults in ITC equipment/maintain meter readings

General Office Duties

- Type/photocopy/file/maintain records
- Order stationery supplies
- Check and authorise invoices for payment
- Maintain office filing system, library and archive facilities
- Petty cash
- Arrange necessary repairs after approval from HQ.
- Key holder

SOURCE OF WORK:

Work will be allocated in the first instance by the Area Officer(s)

SUPERVISION:

Received – supervision will be provided in the first instance by the Area Officer(s)
Given – no supervisory role is associated with this post

Requirements

- Preferably educated to SQA Higher Grade or equivalent
- Experience in microsoft office with previous office experience.
- Good oral and written communication skills.

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, full-time position based at 6 Clairmont Gardens, Glasgow. The postholder will report to the Area Officer(s) in the first instance and will be responsible to the General Secretary for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £20,565 - £21,849 - £23,457 - £25,056 pro rata. The salary on appointment will be £20,565 per annum with increments payable annually from the 1st April thereafter until the top point on the salary scale is reached.
3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 9% of salary. The Scheme provides for annual increases in pensions in line with RPI and is contracted out of the State Earnings Related Pension Scheme.
4. Appointment to the service of the Institute is subject to satisfactory references, medical and criminal record checks.
5. Admission to the Superannuation Scheme is subject to evidence of good health.

6. Administrative Assistants are entitled to 23 working days annual leave (rising to 32) in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the General Secretary. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
7. Working hours are 35 per week undertaken between the hours of 9.00am to 5.00pm Monday to Friday with 1 hour for lunch between 12.00 and 2.00pm subject to the requirements of the office. The post-holder may also be required to work such additional hours as may reasonably be required from time to time, subject to the giving of reasonable notice.
8. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising after 5 years of service to six months of full salary and six months of half salary.