



Job Description: Assistant Administrator

Post: Assistant Administrator
Hours: 25 hours per week (flexible to meet the needs of the post)
Salary: The salary is Living wage £9.50 per hour
Location: Edinburgh Headquarters/Home working
Reports to: Senior Administrator

Main Duties

- To support and assist the Administration Team in the smooth running of OPFS.

Specific Duties

- **General Administration:** Record and distribute incoming and outgoing mail; filing; word processing; mail merge; answering telephone calls; welcoming visitors to HQ; signposting info emails; dealing with repairs and faults to photocopier, printers and other office equipment and general office maintenance.
- **AGM/Conference/Events and Training:** Assist the Admin Team in the organisation and administration of events and training.
- **Meeting Room:** Provide an efficient and effective setting up and clearing away of AV equipment, refreshments, and other items for meetings. Order lunches on request.
- **Room bookings:** Book external meeting rooms for Managers as requested.
- **Personnel Admin:** Inputting and auditing data within Salesforce HR database and SharePoint and other systems. Creating, updating, and archiving manual and electronic personnel files. Recording absence records. Archiving files including scanning and shredding. Order ID cards. Collating annual leave data. Keep up to date staff contacts list.
- **Recruitment:** Distribute recruitment documentation as requested by potential applicants. Anonymise, monitor, and collate job applications.
- **Health and Safety:** Act as a designated Fire Warden. Recording and testing Fire Alarm on a weekly basis. Act as a First Aider. (Training will be supplied).
- **IT Admin:** Keep up to date itinerary on all office equipment, including PC's, laptops, and phones.
- **Office supplies:** Placing orders for stationery, equipment, and other office items.



Personal Specifications

Essential

- Ability to work as part of a team.
- Good communication skills.
- Working knowledge of Microsoft Office software.

Desirable

- Experience of working in a busy office environment.

Terms & Conditions

1. **Period of appointment:** Fixed term contract until 31st March 2022. Confirmation of appointment is subject to the satisfactory completion of a 3-month probationary period and receipt of references.
2. **Salary:** The salary is Living Wage £9.50 per hour
3. **Hours of work:** 25 hours per week, (flexible to meet the needs of the job).
4. **Holidays:** Holiday entitlement of 5.6 weeks per annum plus an additional 5 days per year after 5 years' service, which will be calculated pro rata for 25 hours per week.
5. **Pension:** You will be auto enrolled from your start date. OPFS pays 7% of your salary and you pay a minimum of 3%.
6. **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive bi-monthly individual support and supervision and annual appraisals. Regular team meetings will be held, and staff have access to internal and external training.
7. **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People status.
8. **Recruitment Timetable:** Closing date Friday 18th June 2021 5pm. Please send completed application forms to jobs@opfs.org.uk. If you any further information about the role please email jobs@opfs.org.uk or call 0131 556 3899. Application forms can be downloaded from our website www.opfs.org.uk

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.