

Job Description



Post:	Administration Officer
Responsible to:	Administration Manager / Service Manager
Location:	RAMH provide services in various locations within East Renfrewshire / Renfrewshire
Hours of duty:	37.5 hours per week (Full time/part time hours considered)
Salary:	£21,255 per annum pro-rata
Pension:	6% Employer – 2% Employee

Summary:

To provide Administration support to a busy team within the organisation. You will carry out various administrative tasks whilst prioritizing your workload and ensure that all tasks are carried out to a high standard.

Duties:

1. Provision of general administration support to all staff within the Team as required.
2. Database input, in liaison with team to provide statistical information.
3. Compiling and collating data, assisting and producing of reports.
4. Taking referral details for potential service users (training to be provided)
5. Deal with enquiries on any aspect of the service provided by the Team.
6. Dealing with telephone enquiries
7. Dealing with allocation of resources.
8. Providing a reception service to the team.
9. Maintenance of database and spreadsheets.
10. General cash duties as required.
11. Liaising with the HR Officer for staffing returns, processing of holiday/sickness records.

- 12.** Liaising with Finance Department for staff expenses, wages advice etc
- 13.** Recording of minutes of meetings.
- 14.** General admin duties.
- 15.** To participate in relevant training.
- 16.** Adhere to RAMH policies and procedures
- 17.** Any other duties as appropriate to the grade as determined by the Service Manager or as required within the wider remit of RAMH.

The post holder will be expected to participate in the on-going development of the post. Although you will be based with a particular service or in a specific building, you may be required to provide admin assistance at other RAMH sites, if and when necessary.

PERSON SPECIFICATION

Administration Officer – Full/Part time hours weekly

EXPERIENCE

	Essential	Desirable
Minimum of 2 years' administration experience.	✓	
Proficient in using Microsoft Office (MS Word, Excel, TEAMS)	✓	
Proficiency in database and database input and working with gathered statistical Information and producing reports	✓	

SKILLS

Excellent organisational skills	✓	
Excellent Communication skills, both verbal and written	✓	
Ability to work under pressure	✓	
Ability to work unsupervised	✓	
Ability to motivate others		✓

PERSONAL TRAITS

Team-worker	✓	
Very flexible/adaptable	✓	
Good time manager	✓	