

## Admin Assistant Job Information



Scottish Commission for People with Learning Disabilities (SCLD) is looking a new **Admin Assistant**.



SCLD needs someone to help answer the phones and answer enquiries.



SCLD needs someone who can help the SCLD team to finish their projects on time.



You will work 21 hours a week.



You can work at home but you need to come to the office in Glasgow at least 1 day a week.



You will be paid £13,200 a year.



You will have 22.5 days holiday a year.

## What experience do you need for this job?



You need to be organised.



You need to be able to choose which tasks are most important to do first.



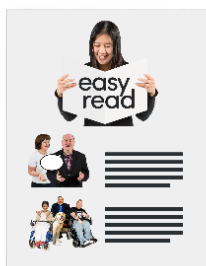
You need to have good speaking and writing skills.



You need to be able to work on your own and as a team.



You need good computer skills.



SCLD really wants you to be able to make accessible documents.



It would be helpful if you have used a Customer Relationship Management (CRM) before.

## What will you do?



You will answer the phone and enquiry emails.



You will keep accurate records.



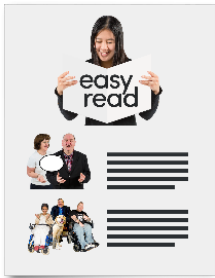
You will arrange meetings and the meeting room.



You will order office supplies.



You will help the SCLD team with admin tasks.



You will make accessible agendas and minutes of meetings.



You will help organise large meetings, events and conferences.

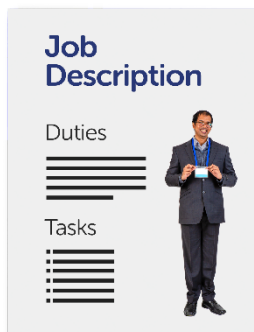


You will work with people with learning disabilities.



You will do other tasks if asked by your manager.

## How do you apply for this role?



You can find out more about this job in the job description.



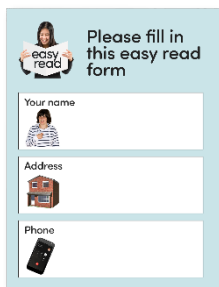
Please read the job description before you start your application.



You need to fill in an application form.



Or you can send us a video of you answering the questions in the application form.



You also need to fill in an Equal Opportunities Form.



This form is to make sure everyone is treated fairly and given the same opportunities.



When you are finished, email  
[recruitment@sclد.co.uk](mailto:recruitment@sclد.co.uk) with your:

- the application form or video  
and
- equal opportunities form



Your application needs to be with  
SCLD by 5pm Monday 22 July



If you have any questions about this  
job, please email

[recruitment@sclد.co.uk](mailto:recruitment@sclد.co.uk) or call 0141  
248 3733