

Administrator

Job Description

Function:

To provide general administrative support including data input to the staff based in our Port Glasgow office.

Main Duties:

1. To provide general administrative and secretarial support to the team members of Community Renewal.
2. To provide a fast & efficient word-processing service, eg minutes, correspondence tables and forms.
3. To answer the telephone, deal with enquiries, and provide reception duties as required.
4. Input client information to our database and assist the teams to keep accurate records. We input using an Access database.
5. To carry out any other duties as determined by the Team Manager.

Support

- The post is supported by Community Renewal Ltd Directors and the Operations Manager

Postholder requirements

1. Have excellent keyboard skills.
2. Have knowledge of Microsoft Office (Word essential-and Access and Excel desirable)
3. Have experience of office equipment, ie photocopier, fax etc.
4. Have an ability to organise own workload, ie prioritising work from different members of staff and meet required timescales.
6. Be able to work as part of a busy office team.
7. Have an awareness of confidentiality issues.
8. Had experience in operating a database.

Terms and Conditions

- This post will begin as soon as an appointment can be made.
- The post will be part time (21-23 hrs) or full time up to 35 hours.
- The Salary is £16,341- £16,710 (pro rata)
- Appointment will be subject to a three month probation period
- This project is currently funded until March 2010, with a possibility of extension.

Application Procedure

Application is by sending a current CV as well as a covering letter outlining your experience of above. Please also complete and return our equal opportunities questionnaire.

Please provide the name, address and contact details of two referees, one of whom should be your current or most recent employer.

Applications to

Community Renewal Limited
The Pearce Institute
840-860 Govan Rd
Govan
G51 3UU

Tel 0141 445 4560

Closing Date: 29 May 2009

NB – Please ensure correct postage is applied or your application may not reach us.

Administrator

Job Description

Function:

To provide general administrative support including data input to the staff based in our West Dumbarton Project.

Main Duties:

1. To provide general administrative and secretarial support to the team members of Community Renewal.
2. To provide a fast & efficient word-processing service, eg minutes, correspondence tables and forms.
3. To answer the telephone, deal with enquiries, and provide reception duties as required.
4. Input client information to our database and assist the teams to keep accurate records. We input using an Access database.
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6. Be able to work as part of a busy office team.
7. Have an awareness of confidentiality issues.
8. Had experience in operating a database.

Terms and Conditions

- This post will begin as soon as an appointment can be made.
- The post will be full time – (30–35 hours) or part time (21-23 hrs)
- The Salary is £16,341- £16,710 (pro rata)
- Appointment will be subject to a three month probation period

Application Procedure

Application is by sending a current CV as well as a covering letter outlining your experience of above. Please also complete and return our equal opportunities questionnaire.

Please provide the name, address and contact details of two referees, one of whom should be your current or most recent employer.

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