



Job Vacancy – Administrative Assistant

Hours: 10 per week

wage: £8.50 per hour

Overall Purpose

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks, providing support to the Operations and Development of The Stronsay Development Trust.

Working under supervision the Administrative Assistant will

- Perform clerical duties, including, but not limited to, filing, sorting and distributing correspondence.
- Operate office equipment such as computers, photocopiers, voice mail messaging systems and computer scanning equipment to complete Admin tasks
- set up conference room with relevant meeting equipment and resources in preparation for monthly Board Meetings.
- maintain filing systems and procedures
- Maintain adequate office supplies
- Assist the Community Development Officer in assessing Community Fund applications
- Assist in maintaining and updating the Trust's web based and written communication media

Key skills required

Previous experience in a related field desirable; Good communication skills; Ability to maintain a strict level of confidence; Proficiency in Microsoft Office Programs and knowledge of basic office management procedures; Good typing and organisational skills; Ability to prioritize efficiently, work alone or as part of a team; Enthusiastic and Reliable.

Please Apply in writing to Stronsay Development Trust, unit 1, Woods Yard, Stronsay, KW17 2AR by Monday 9th April 2018

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