

Job Description

Job Title Administrative Assistant

Level 5

Service Health and Social Care Partnership

Job Purpose

To provide a full administration support service including basic supervision of employees, and scheduling of work activities for themselves and others, problem solving, financial processing and working within established procedures.

Date: March 2020



Post Responsibilities:

- To undertake a full range of office administration duties which include processing and preparation of correspondence, work processing, data input, photocopying, handling incoming and outgoing mail and ordering stationery.
- To minute meetings and to service meetings.
- To complete and present statistical information and returns.
- To establish and maintain efficient record keeping and administrative systems and to assist in the maintenance of Social Work case files.
- Co-ordinate manual and electronic diaries arrange appointments; arrange meetings for members of the team.
- Administration of personnel matters e.g. sickness/holiday records, expenses.
- To deal efficiently and effectively with enquiries.
- To participate in on-going training as directed for the maintenance and development of relevant skills for the proper delivery of the duties of an Administration Assistant.

Possession of:

- Candidates should have or be working towards an SVQ level 3 in Administration or equivalent or appropriate relevant experience working at this level.

Substantiated ability to:

- Communicate effectively using both written and verbal forms of communication.
- Must be able to demonstrate experience in working with vulnerable and challenging groups and the ability to deal with diverse situations.
- Meet the standards required under the Values and Behaviours of South Ayrshire Council

Demonstrable experience of:

- Previous experience of working in a customer-focused environment.
- Good written and verbal communication skills
- Must be able to demonstrate an ability to work on own initiative but also part of a team
- Must have initiative, personal drive and be flexible
- Ability to work to tight timescales and remain calm under pressure
- Must be able to demonstrate a high level of discretion
- Good computer and ICT skills

