

JOB TITLE: Administrator / Receptionist

LOCATION: TWMA Headquarters, Broadfold House, Aberdeen, UK

REPORTS TO: Facilities / Administration Team Leader

JOB NO: 136

POSITION OVERVIEW:

Provide administration support to the Facilities/Administration Team Leader as required. Will also be responsible for the main reception area by performing various activities.

GENERAL RESPONSIBILITIES:

Provide administration support to departments.
Maintain taxi logs and paperwork that comes with it.
Invoicing
Maintaining courier tracking and paperwork that comes with it.
Ensure areas are maintained.
Proactively deal with incoming correspondence.
Monitor staff movements.
Book and co-ordinate conference rooms and call numbers.
Arrange tea & coffee for meetings.
Mail distribution.
Ensure mail is available for uplift each afternoon.
Compile and maintain archiving system
Provide basic training
Translation of documents

QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIREMENTS:

- 3+ years Administration experience
- Reception Experience
- Courier Experience
- Standard grades (or equivalent) including English and Maths
- Intermediate Microsoft Word and Power Point skills
- Expert Microsoft Excel skills
- Ability to work to a high standard
- Ability to work as part of a team as well as using own initiative.
- Punctual
- Articulate
- Approachable