

Dundee Industrial Heritage Ltd

Job Description - Administrative Assistant

Post Title : Administrative Assistant
Responsible to : Finance Administrator and Events Manager
Terms : Full time post

Purpose of Job:

An opportunity has arisen to join Dundee Heritage Trust at an exciting time for the organisation and the City. This new role will provide support to the existing Finance & Administration and Events & Conference teams and will provide an excellent opportunity for personal development. The appointment will be for an initial 18 month period subject to review after 12 months.

Responsibilities will include:

- Dealing with queries on the phone and by email.
- Updating computer records.
- Developing and maintaining filing systems.
- Printing and photocopying.
- Processing of outgoing mail.
- Greeting clients when required.
- Updating and distribution of diary information
- Adhoc administrative tasks.

Skills required:

- Excellent time management skills to prioritise workload.
- Strong organisational skills with ability to multi task.
- Excellent written and verbal communication skills.
- Proficiency in MS Office.
- Professional attitude.
- Well presented.

Working environment:

- Office based at Discovery Point.
- Hours 9am – 5pm Monday to Friday.
- Salary (to be confirmed)

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

October 2018