



Job Description

Office and HR Administrator

(Maternity Cover – 9-12 month fixed term contract)

Grade 2: £18,500 - £20,999 per annum

Hours: Full Time (35 hours)

Job Summary

The post is part of a small operations team, supporting the work of the wider organisation through the provision of an efficient and conducive office environment and by maintaining various support processes and functions.

The post has three key areas of responsibility:

- Supporting the Director of Finance & Operations (DFO) by creating an efficient and productive office environment for Scottish Book Trust staff.
- Providing general administrative and secretarial support to the CEO and 3 SMT Directors, as required. This includes administration of the quarterly Board meetings and minute taking.
- Supporting SBT's HR work by maintaining HR systems and processes, including recruitment, sickness absence and appraisal monitoring.

In addition, the post supports the general work of the Operations Team and wider organisation with occasional admin/office related tasks.

Key responsibilities

Office Administration

- Provide general administrative support, diary management, make travel arrangements and organise meetings for the CEO and DFO
- Support the DFO with administration around Board meetings, liaising with the Chair as required and taking minutes at Board meetings
- Be a first point of contact for general telephone and email enquiries, meet and greet visitors as required
- Ensure office and kitchen equipment is functioning and supplies maintained
- Maintain appropriate stocks of office, kitchen and toilet consumables
- Assist with ordering and setting up new/replacement PCs and related IT equipment

Building and Garden Maintenance

- Ensure office interiors, including kitchen and toilets, are kept tidy and are properly maintained
- Manage the office cleaning contract and support SBT's environmental policy by managing the refuse and recycling processes
- Manage and monitor cost-effective utilities contracts and maintain the organisation's carbon reporting systems
- Manage the contracts for the maintenance of the garden and external fabric of the building

- Monitor the security systems and manage the contracts for building security and fire alarms

Supporting the SBT's HR requirements

- Maintaining accurate confidential HR records for staff
- Maintaining HR recording systems e.g. sickness absence and appraisals
- Providing administrative support to line managers by running efficient recruitment and induction processes

Skills and Experience

- Minimum of 2 years' experience in an administration role in an office environment
- Excellent organisational skills with ability to prioritise a variety of tasks on a daily basis
- High attention to detail and accuracy
- Methodical approach and task-focussed
- A friendly, flexible, can-do attitude, motivated to provide a high quality support service
- Competent using spreadsheets, databases and handling data for statistical reporting; confident with numerical data and calculations
- Experience of managing a range of contracts with external providers such as cleaners, printer providers and other property maintenance and office related services
- Budget monitoring and price negotiation skills
- High degree of competence in MS Outlook, Word and Excel
- Excellent written and verbal communication skills
- Excellent problem-solving skills with ability to use own initiative and stay calm under pressure
- Familiarity with HR systems and practices is desirable
- Experienced at maintaining confidentiality
- Experience of minute taking and diary management

The post is based at Scottish Book Trust's offices in Edinburgh.