

**Administrative Assistant**

**GRADE 4**

**Job Purpose**

To provide a range of administrative and support services to [*an individual, team, business unit, school etc.*] acting as a key support contact for [*colleagues, students, visitors, external stakeholders*].

**Main Duties and Responsibilities**

1. To deliver a range of effective professional administrative tasks in support of [*team, business unit, operational*] outcomes.
2. Provide support to groups and committees including notetaking, minuting, and subsequent preparation of minutes as appropriate.
3. Act as first point of contact, responding to enquiries in a clear, professional, and timely manner.
4. Responsible for diary management, co-ordinating hybrid meetings (e.g., in-person and remotely).
5. Prepare documents, presentations and other materials using established formats and standard software packages.
6. To maintain plans and budget tacking and supporting documentation.
7. To prepare straightforward analysis, interpretation, and data manipulation.
8. To actively plan and priorities work activities, assigning as appropriate routine tasks to others, to ensure operational efficiency.
9. Collaborate with colleagues and participate in team/group meetings/seminars/workshops across the [*team, business unit, college, etc*].
10. Undertake any other reasonable duties as required by the team.
11. Engage in reasonable professional development activities as appropriate.

**Qualifications**

Ability to demonstrate the competencies required t undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.

Scottish Credit and Qualification Framework level 5 or 6 [National 5 or 6, Scottish Vocational Qualification level 2 or 3] or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills, and Experience**

* Ability to undertake assigned tasks in a timely manner and to an acceptable standard.
* Detailed knowledge of relevant systems, equipment, processes, and procedures including software package.
* Initiative and judgement to plan or schedule workdays and weeks ahead; to respond to changing requirements and resolve problems independently.
* Ability to communicate clearly, clarifying requirements, responding to colleagues and customers.
* Experience of working in a busy office environment or undertaking a similar role.