



Job Title:	Trainee Office Administrator	Department:	Finance & Admin
Location:	HQ, Edinburgh	Position Type:	Full Time
Level/Salary Range:		Reports To:	HR Manager
JOB DESCRIPTION			
Role Overview			
Administrator to assist with general office administration and support HR Manager			
Key Tasks			
<ul style="list-style-type: none"> • Greeting office visitors • Answer telephone calls and assisting with enquiries • Open and distribute incoming mail • Order Stationery • Order Office Supplies • Data Entry and updating of staff database • Record staff holidays and absence • Meeting Room Bookings • Maintaining Company Contracts Database, dates review, archiving etc. • Booking travel 			
Additional Tasks			
<ul style="list-style-type: none"> • Processing of Expenses • Facilities management • Ad hoc duties 			
Qualifications & Education Requirements			
Competencies Required			
<ul style="list-style-type: none"> • Self motivated • Eagerness to learn • Good communicator • Good organisation skills • Experience in using Microsoft office software, particularly Outlook, Teams & Excel • Can maintain high level of confidentiality due to sensitive data handling 			



Additional Notes			
<ul style="list-style-type: none">• You will complete SVQ's in conjunction with your role which is fully funded and supported by Innis & Gunn• Fantastic opportunity to kick start your career in Administration.			
Reviewed By (<i>Dept Manager</i>)		Date (<i>Yearly Update Required</i>)	