**OFFICE ADMINISTRATOR**

|  |  |
| --- | --- |
| **Job Title** | Office Administrator |
| **Jobholder** | New post |
| **Salary Scale** |  |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Secretarial Co-ordinator |
| **Job Purpose** | To provide administrative support and reception duties as required |
| **Management Responsibility for** | None |

**Main Duties and Responsibilities**

* Provide administrative support to the Private Client Group including printing, filing, scanning, typing and photocopying;
* Accurately input data into our document management system;
* Professionally answer and transfer incoming calls to reception via Microsoft Teams;
* Schedule meetings including booking meeting rooms and ordering refreshments;
* Meet and greet clients and visitors and carry out other reception duties as required;
* Assist in the completion of ad hoc project work;
* Undertake any other reasonable administrative duties as they arise.

**Skills, Knowledge and Experience**

* Excellent interpersonal skills, both written and oral;
* High level of accuracy and attention to detail;
* Good organisational skills and the ability to prioritise tasks;
* Strong working knowledge of Microsoft Office applications including Word and Outlook;
* Experience using Microsoft Teams is desirable but not essential as training will be provided;
* Team player with a ‘can do’ attitude

If you wish to apply, please send your CV via email to [recruitment@murraybeith.co.uk](mailto:recruitment@murraybeith.co.uk)