



The Royal Caledonian Curling Club (RCCC): national governing body for the sport of curling

Job Title: Administrator
Salary: c. £15,000
Employment Status: Full-time permanent
37.5 hours per week, Monday to Friday (9am to 5pm)
Primary Location: Currently Edinburgh, moving to Stirling in August 2015
Reports to: Office Manager

The Royal Caledonian Curling Club (RCCC) is the national governing body for the sport of curling in Scotland. It is seeking a dynamic individual with excellent administrative, organisational and interpersonal skills to fill the vacancy of Administrator. The Administrator will be responsible for general office administration, including supporting staff, committees, answering telephones, processing mail, updating web content, data entry and minute-taking.

Main Job Responsibilities

- Provide administrative support to the Office Manager
- Provide administrative support to the Competition Co-ordinator
- Provide administrative support to the Board and other committees, including minute-taking
- To be first point of contact for visitors
- Answer telephone calls, take accurate messages, and respond to enquiries
- Process incoming and outgoing post
- Arrange travel and accommodation for staff
- Assist with the delivery of the Annual General Meeting
- Assist with gathering/collating information for annual publications
- Assist with keeping the membership database up to date
- Assist with editing content and uploading documents on to the website
- Input data into SAGE 50 Accounts
- Undertake research projects, using existing historical records, the internet and Survey Monkey
- Undertake other duties and responsibilities as directed by the Office Manager

Essential Qualifications

- Minimum of 3 Highers or equivalent (including Math and English)
- Relevant business administration or secretarial qualification

Essential Experience/Skills

- Previous administrative experience within an office environment
- Excellent administrative, organisational and time management skills
- Excellent communication skills, both oral and written
- Excellent, confident telephone manner
- Excellent attention to detail
- Experience of working to deadlines, on own initiative and as part of a small team
- Good problem solving skills
- Experience working with committees and minute-taking
- Extensive experience of using a range of Microsoft Office packages, particularly Word and Excel, and other information management systems

Desirable Experience/Skills

- Experience using financial accounts packages such as Sage 50 Accounts
- Experience using Word Press
- Experience using Databases

To apply please send a covering letter detailing how you meet the criteria above, and a CV to:
suzy@royalcaledonianscurlingclub.org

Closing date: 17 July 2015

Interview date: 23 July 2015

No agencies please

The Royal Caledonian Curling Club is an equitable employer and welcomes applications from people from all communities.