

QUALITY MEAT SCOTLAND

JOB DESCRIPTION

Title: Office Assistant

Reporting to: Office Manager & Executive Assistant

Job Purpose: Provision of administrative support to all staff

Role & Responsibilities:

A flexible attitude is essential to provide an effective administrative service to all teams.

<u>Key Tasks</u>	<u>Frequency</u>
<ul style="list-style-type: none">• Answering telephone and relaying calls and messages accordingly.	Daily
<ul style="list-style-type: none">• Ensuring office stationery, sundries and equipment are purchased in consideration of best value for money and in line with relevant budgets.	Weekly or as required
<ul style="list-style-type: none">• Responsible for maintaining contact with courier services regarding dispatch and collection, and to negotiate rates and most effective contracts.	Daily or as required
<ul style="list-style-type: none">• Ensure all office equipment is operational and meets the needs of the organisation.	Daily or as required
<ul style="list-style-type: none">• Maintenance of databases and provision of administrative services to Scotch Beef Club restaurant members and Scotch Butchers Club members. Recording and receipting Scotch Butchers Club membership fees.	Daily or as required
<ul style="list-style-type: none">• Day to day IT assistance and liaison with external IT support contractors.	Daily or as required
<ul style="list-style-type: none">• Maintaining control of stocks of promotional material including the checking of deliveries for accuracy against purchase orders and invoices. Making up promotional orders for dispatch when required.	Daily
<ul style="list-style-type: none">• Collation and issue of mailouts.	Weekly
<ul style="list-style-type: none">• Collation and issue of committee papers as required.	Quarterly or as required
<ul style="list-style-type: none">• Dealing with administrative areas of staff induction.	As required
<ul style="list-style-type: none">• Dealing with all incoming and outgoing mail.	Daily
<ul style="list-style-type: none">• Booking of meeting rooms and catering. Set up and clearing of meeting rooms including making teas and coffees.	Daily
<ul style="list-style-type: none">• Booking accommodation, flights, car hire and other travel, mainly online but including contact with travel agents if required.	Daily
<ul style="list-style-type: none">• Assisting with levy collection and some basic financial processes in absence of Finance Assistant.	Holiday Cover
<ul style="list-style-type: none">• Any other reasonable duties.	As required