



Office Assistant, Quality Meat Scotland Ingliston, Edinburgh

Quality Meat Scotland (QMS) is the public body responsible for helping the Scottish red meat sector improve its efficiency and profitability. The red meat industry contributes over £2.1 billion to the economy, supports around 50,000 jobs in the farming, agricultural supply and processing sectors and produces the iconic Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork brands. Quality Meat Scotland owns and manages the suite of six assurance schemes which comprise the whole chain consumer assurance programme operated on behalf of the industry.

Reporting to the Office Manager & Executive Assistant, the Office Assistant will provide support in a multi-team environment. Main duties include office reception, responsibility for equipment and IT, maintenance of membership databases, booking travel and accommodation, meeting arrangements and the co-ordination of other general activities.

Essential attributes for this role include:

- At least 1 year's relevant experience
- Strong administration and IT skills
- Excellent verbal and written communication skills
- Reliability, flexibility and a good team player
- Own car and driving licence

An interest in the agricultural and food marketing industries is desirable but not essential.

The role offers a competitive remuneration package and an exciting opportunity for personal development.

Please apply in strict confidence by sending your cv with a covering letter, including current salary to Lisa Wilson, Office Manager & Executive Assistant, Quality Meat Scotland, The Rural Centre, Ingliston, Edinburgh, EH28 8NZ or email: applications@qmscotland.co.uk

Closing date for applications is **5pm on Wednesday 10th January 2018.**