



Job description and person specification. Office Administrator PART TIME - Training

Introduction

An opportunity has arisen for a part time Office Administrator to work alongside the current team in the training department. This role will work closely within a small team and report to the Training Manager.

Applicants are requested to send a CV and completed job application form (downloaded from our website) to:

Richard Beale
RB Health and Safety Solutions Ltd
Blacklands Business Centre
15 Fearon Road,
Hastings, East Sussex. TN34 2EP
Email: richard@rbhealthandsafety.co.uk
(labelled **Office Administrator - Training job application**)

Job advert

RB Health and Safety Solutions are seeking a highly motivated and proactive Part Time Office Administrator (office based in Hastings). Administrative and sales experience would be of benefit. RB specialises in theatre safety and so a passion for theatre would be an advantage. For more information please visit our vacancy page at www.rbhealthandsafety.co.uk

Job description

Job title: Office Administrator.
Responsible to: Training Manager.
Hours of work: 3 days to be decided (09.00 – 17.00)
Pay Scale: £8.50 ph
Location: Office based in Hastings with occasional travel.
Closing date for receipt of CV's: Friday 15th March 2019.
Interview date: Tuesday 26th March 2019.
Start date: As soon as available.

Summary of main responsibilities

- Overseeing and implementing elements of the training administrative process
- Formatting word documents
- Undertaking other administration duties as dictated by the needs of the organization
- Proof reading documentation to assist consultancy department when required
- Liaising with current and potential clients
- Booking courses, jobs and staff
- Acting as main point of contact for nominated clients
- Purchasing and sourcing training resources (books, manuals etc.)
- Sales and promotion of services
- Other duties as dictated by the needs of the organisation

Person Specification – Office Administrator

Criteria	Essential / Desirable
<ul style="list-style-type: none"> ➤ Experience <ul style="list-style-type: none"> ○ Working in an office environment ○ Work without direct supervision and able to develop own skills ○ Maintaining and improving management systems ○ Liaising with clients ○ Working in a sales lead environment ○ Accounting experience (desirable) 	Essential
<ul style="list-style-type: none"> ➤ Skills <ul style="list-style-type: none"> ○ Problem solving/multi-tasking ○ Meeting deadlines ○ Excellent communication skills with a diverse range of people ○ Experience of using software programs ○ Good computer skills including Word, Excel, Outlook (mail merge), other databases. 	Essential
<ul style="list-style-type: none"> ➤ Qualifications <ul style="list-style-type: none"> ○ IT qualifications (Word, Excel, Outlook) ○ Health and safety (CIEH or IOSH) ○ Business / Management qualification 	Desirable
<ul style="list-style-type: none"> ➤ Other Requirements <ul style="list-style-type: none"> ○ Self-motivated ○ Work additional hours as required by the nature of the business ○ Willingness to learn and develop personal skills and qualifications ○ Commitment and loyalty to the organisation's mission ○ Ambition and drive to help the organisation develop. 	Essential
<ul style="list-style-type: none"> ➤ Knowledge of health and safety would be an advantage but not essential as training will be provided. 	Desirable