

## Job description: Administrative Assistant

<b>Job title</b>	<b>Administrative Assistant</b>
Pay grade	Band 1
Reports to	Personal Assistant
Location	Stirling / Hybrid
Purpose of role	To provide overall logistical and administrative support across the office, including support to the senior leadership team and Board.

### Key areas of responsibility

#### Administrative support

Provides administrative support across the office, to the leadership team and Board Members, including organising meetings, preparing agendas, taking minutes and distributing relevant documents. Acts as first point of contact to external stakeholders and manages WICS' contacts. Manages the daily monitoring of mailboxes and correspondence including writing and managing responses, coordinating with other members of staff as required. Maintains and updates records, files and databases. Supports the administration of recruitment campaigns arranging assessment centres and acting as a point of contact for candidates.

#### Meetings and facilities

Responsible for logistical requirements for any internal/external meetings and events, including booking meeting rooms, issuing invites and organising travel arrangements. Investigates staff travel options, including booking travel and accommodation and preparing travel forms and purchase orders. Assists leadership team in developing hybrid working arrangements including facilities of office space, management of leases and relevant suppliers/contractors.

#### Logistical support

Provides general office support, including ordering supplies and liaising with vendors and service providers. Facilitates learning and development of staff and sourcing/scheduling training courses, including administering the induction programme for new members of staff. Prepares and implements all onboarding and offboarding processes. Performs annual workstation assessments ensuring staff have all the equipment they require (purchasing non-IT kit, logistics, storage and asset management) and ensures the office complies with health and safety regulations. Provides necessary project support for the management of the office's cross functional projects.