

Job Specification

Post: Office Administrator - SRPS

Purpose: To provide administrative support in the SRPS office

Reporting to: Business Development Director

Salary: £16-20k depending on experience

Hours: Full time, Monday to Friday based on a 35 hour week

Location: 17-19 North Street, Bo'ness

Key Responsibilities

- Answer telephone, email, post and in person enquiries as required with the highest standard of customer service
- Responsible for and handling all sales enquiries and advance bookings
- Assist with the co-ordination of group bookings and special events
- Provide basic accounts assistance
- Carry out general administrative tasks as required
- Undertake any other reasonable tasks that the job holder is able to perform

Qualifications and Experience

Essential

- 2+ years' experience working in a customer-focused environment
- Demonstrable level of ICT knowledge, including Excel and Word
- Excellent written and verbal communication skills
- Ability to multi-task and prioritise projects
- Well organised with exceptional attention to detail
- Good inter-personal skills
- Flexible with a common-sense approach
- Can work independently and as part of a team

Desirable

- Knowledge of accounts and Sage
- Experience of working with volunteers

Closing date for this position is Monday 4th March 2019 with interviews to be held on Thursday 14th March 2019. Applications should include a CV and covering letter with your reasons for applying.

Completed applications should be emailed to amanda.kilburn@srps.org.uk or sent to Amanda Kilburn, Scottish Railway Preservation Society, 17-19 North Street, Bo'ness, West Lothian, EH51 0AQ