



Business Support Coordinator – Full Time

Salary: £18,200 pro rata

Hours: Full time, 35 hours per week

Closing Date: Friday 20th August

Fair Deal is a social enterprise company providing assistance and support for people with learning disabilities, older people and young people. Based in Castlemilk, Glasgow, we work alongside people who use our support, to help them have the kind of life they want.

We have an exciting opportunity for a dynamic individual to join our Business Support Team.

Working in a fast-paced environment, this role works closely with staff to provide effective, confidential and efficient administrative support within our Reception and Business Support Team Office.

Role - You will require the following Essential Qualifications and Experience:

- Educated to SVQ 2 in Business related discipline or equivalent experience.
- Effective spoken and written communication skills.
- The ability to work independently and as part of a team.
- The ability to use initiative and a can do approach in the workplace.
- The ability to complete work to deadlines.
- An organised approach to managing workload.
- Good IT Skills (Microsoft Word, Excel, Powerpoint & Outlook).
- Experience using Social Media platforms and websites (preferrable)

Duties

- Answering and responding to telephone calls and front desk enquiries.
- Greeting visitors, booking internal and external meeting rooms and setting up of refreshments if requested.
- Mail duties including opening, recording and distribution of incoming mail and the franking and posting of outgoing mail.

- Recording weekly fire alarm tests and update Health & Safety Log Book with Fire Evacuation Drills.
- Make bookings for taxis and record on spreadsheet.
- General typing, filing and photocopying.
- Checking reception email account for emails and distribute
- Update/maintain admin recording and tracking systems
- Set up and issue of staff mobile phones
- Ordering of cleaning supplies and office stationery
- Minute taking
- Organising training courses and updating systems relating to training information.
- Assisting with recruitment processes including monitoring and recording of applications, organising interviews and updating website regarding current vacancies.
- Assisting with the issue of sales invoices on a 4 weekly basis using the inhouse finance system.
- Maintaining petty cash at reception - keep records for main office and reconcile regularly on inhouse finance system.
- Processing purchase invoices for authorisation.
- Monitoring of aged debtors including issue of statements.
- Updating of social media and website

In addition to a rewarding career, with competitive rates of pay, Fair Deal can offer a wide range of staff benefits including, competitive holiday entitlement, company sick pay scheme, workplace pension scheme and enhanced maternity/paternity benefits.

Please visit our website www.fair-deal.org for the full job description and application form or call us on 0141 471 5325

Completed application forms should be emailed or posted as follows:

By email: info@fair-deal.org

By post: **FAO Jill Grace, Fair Deal, 355a Tormusk Road, Glasgow, G45 0HF**