

Personal Assistant/Administrative Assistant - Edinburgh Remakery

SALARY: £23,400 – 23,985 Scale point A1 - £23,400 (pro-rata)

LOCATION: Edinburgh Remakery, 13A NewKirkgate, Edinburgh EH66AD

JOB TYPE: 30 hours per week - (Tuesday - Friday) days can be altered for the right candidate

Reporting to: Chief Executive Officer

JOB OVERVIEW

We have a fantastic new job opportunity for a Personal Assistant (PA)/ Administrative Assistant who is a natural people person, who can work well under pressure and at pace, with the ability to prioritise and meet deadlines.

Working as the PA/ Administrative Assistant you will be responsible for the first impression the Edinburgh Remakery makes on internal and external stakeholders. You will be the first point of contact for all administration queries and processes across the business. You will be responsible for managing diaries, organising meetings, events and controlling access to the CEO.

As a PA/Administrative Assistant you will be dedicated to ensuring robust systems and co-ordination of our funded workshops and community events by carrying out general office and administrative duties. Maintain a positive and friendly company image by acting as the first line of contact for community workshops attendees, visitors, and customers, both in person, online, and via telephone.

As a PA/ Administrative Assistant, your primary role will involve maintaining efficient systems and coordinating our community clubs and other community events through various office and administrative tasks. You'll play a crucial part in presenting a welcoming and professional company image, serving as the initial point of contact for our CEO, community club attendees, visitors, and customers, whether in person, online, or over the phone.

This post will be split across PA/Events administration (50%) and General Edinburgh Remakery Administration tasks (50%)

Duties will include:

PA/Events Administration (50%)

- Facilitate events admin, including but not limited to:
 - List events online.
 - Monitor bookings and collecting information.
 - Liaising with Community Club Organisers in advance of the event
 - Providing quotes for new enquiries for Event Space use
 - Assist in setting up events space and organising catering.
 - Keep track of and documenting associated costs
 - Monitoring attendee numbers, demographics and feedback as required for our funding reports.
- Assist in the delivery of sewing machine rental services.
- Administration of our Community Clubs including dealing with requests, updating spreadsheets
- Liaise with core tutors and help with ordering materials, tracking expenses, and making sure they can run the event.
- Administration of Repair Cafes and Business Breakfast – compiling statistics, taking payments, and compiling feedback.
- Creating social media posts related to activity within Events space and communicating our mission
- Reminding CEO of important tasks and deadlines – managing their diary
- Assist CEO in preparing reports for SEPA, Local Authorities and other regulatory authorities

General Office Administration (50%)

- Acting as the first point of call within the Edinburgh Remakery for general enquiries
- Organising office and cleaning supplies for the whole organisation
- Coordinating with landlords on facilities matters
- Coordinating and actioning any maintenance issues
- Administration of our Gifting Programme including dealing with requests, updating spreadsheets, and liaising with tech team for delivery, and the marketing team for case studies and testimonials
- Answering the phone and responding to enquiries by phone or by email
- Compiling survey results from across our workstreams
- Assist with TDB donations.
- General admin tasks as required.
- Adhering to all internal processes and procedures

There may be additions and variations to these tasks depending on the successful candidate and current activities of the organisation.

Information Security Responsibilities

The Administrative Assistant post holder must adhere to our ISO 27001 standards for information security tasks and functions that they might have to carry out.

- Update of incidents logs
- Media Disposal
- Setting up and removal of systems
- Customer information spreadsheets

CANDIDATE REQUIREMENTS

- Good written and verbal communication skills
- Good working knowledge of M365 applications
- Ability to work with confidential information
- Attention to detail
- Exceptional planning and organisational skills
- Previous experience working in a people facing role within a professional environment
- Previous experience working in an administration, customer service, receptionist, facilities coordinator, or office coordinator role

Desirable:

- Knowledge of social media and Marketing would be desirable.

This role will be an in-person role working from the premises at NewKirkgate with possibility of home working one day per week.

HOW TO APPLY

To be considered for this job vacancy, please submit your bespoke CV and covering letter to our hello@edinburghremakery.org.uk.

Any changes to the role will be discussed fully beforehand, and all training and support will be provided according to need.

Applications deadline Friday 27th September 2024 5pm

Interview - Friday 4th October

Admin Assistant dated 01 May 2024