

Renfrewshire Association for Mental Health

Administration Officer Ref: 239

18 hours per week (to be worked as the service demands)

Salary Scale: SP 10 -15 £14,171- £15,750 (pro-rata)

You will carry out a wide range of administrative/clerical duties, including maintaining databases and spreadsheets, taking minutes of meetings, preparing correspondence, dealing with telephone enquiries and covering reception.

Previous administration experience, excellent communication skills and the ability to think on your feet and take a pro-active approach is essential.

You must be comfortable working in a varied, ever changing role and enjoy working with the public. You should be familiar with Microsoft Office Professional and be proficient in data input.

Although based in Paisley, there may be occasions when you are required to support staff in other venues.

For further information or an informal discussion please contact :
Agnes Cassidy on 0141 847 8900

Application packs can be obtained by telephoning the RAMH Recruitment line on :
Tel: 0141 847 8910 and quote the reference number.

Closing date : Friday 26th February 2010 at 4pm

This post is subject to an enhanced disclosure.

