

JOB DESCRIPTION & PERSON SPECIFICATION

Position	BUSINESS ADMINISTRATOR
Location	Stornoway Town Hall
Reporting To	OFFICE MANAGER
Time Commitment	37.5 hours per week
Salary	£26,565
Employment Contract	Permanent
Annual Leave	28 days per annum (inclusive of public holidays)
Benefits	<ul style="list-style-type: none"> • Private Pension Scheme – 10% employer contribution • Death in Service Scheme • Private Health Insurance • Cycle to Work Scheme
Role Objectives	<p>The Harris Tweed Authority (HTA) is a statutory public body, tasked in law with the privilege of protecting and promoting the unique Harris Tweed® industry, based in Stornoway in the Outer Hebrides of Scotland.</p> <p>The HTA is seeking to appoint a Business Administrator to carry out a broad range of front line and administrative duties to support the Office Manager, Chief Executive, Board members and other staff in our small but busy office within Stornoway Town Hall. The role is customer-facing, varied, challenging and requires a commitment to exceptional levels of customer care and attention to detail.</p>
Main Responsibilities	<ul style="list-style-type: none"> • Support the administration and operational running of the office across all areas of our work, including reception duties, telephone, mail, customer service and internal corporate support to other staff • Administration of the sale and distribution of Harris Tweed Trademark labels and associated

	<p>promotional materials to customers</p> <ul style="list-style-type: none"> • Assist the Office Manager with the administration of the Authority's finance system (XERO) including invoicing, statements, banking, petty cash etc. • Assist with the sales and administration of the Harris Tweed Loom Spares Company • Assist with Meta enquiries • Organisation and maintenance of an effective information storage and retrieval system • Data input, record keeping, analysis, research and information gathering
<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • 2+ years' experience in office administration • Proficiency in Microsoft Office suite • Data input, record keeping, analysis, research and information gathering skills • Front line customer service experience • Office administration qualification would be advantageous • Basic bookkeeping skills would be advantageous
<p>Skills & Attributes</p>	<ul style="list-style-type: none"> • An ability to multitask and be highly organised • Excellent communication skills • Be able to work under pressure and to tight deadlines • Be able to work autonomously, as well as being a team player • Attention to detail / accuracy • A driving license and access to a car are essential • Gaelic would be advantageous • This role may involve occasional manual handling tasks. Reasonable adjustments will be considered to support candidates and employees in carrying out these duties.