

Re-advertisement

Administration & Information Officer - Job Description

Maternity Leave Cover (Dec '18/Jan '19 – Oct '19)

Location

Harris Tweed Authority - Town Hall, Stornoway

Description

- The post-holder will be required to provide administrative and customer-facing support to a range of clients, customers and stakeholders. This role includes reception duties manning a busy enquiries line and organising sales of loom spares and Harris Tweed Authority labels/swing tags.
- The post-holder will provide administrative support to the Harris Tweed Authority Board and Chief Executive. This work requires a high level of accuracy, detail and discretion.
- The post-holder should have experience in preparing project reports/updates and presenting financial data using EXCEL.
- The post-holder must have exceptional customer care skills and be prepared to host individuals and small groups in the Authority's brand information room. Training will be given.
- The post-holder will regularly liaise with and understand the needs of colleagues within the wider HARRIS TWEED industry, including the organisation of travel and itineraries for visitors to the HARRIS TWEED industry.
- Any other duties necessary in line with the business need of the Harris Tweed Harris Tweed Authority.

The ability to apply confidentiality and discretion in the workplace at all times is of the utmost importance.

Contract Type

Fixed Term, Maternity Cover (*Approximately 10 months, from Dec 2018/Jan 2019*)

Closing date for applications is Wednesday 21st November at 12 noon. Interview will be held on Mon 26th Nov