



Job Description



JOB TITLE:	Office Administrator
DEPARTMENT:	Sleep Scotland Office
REPORTS TO:	Director of Sleep Services
RESPONSIBLE FOR:	Job Titles and Number of Post Holders: Direct: None
MAIN PURPOSE OF JOB:	To provide support to Staff in Sleep Scotland office
MAIN DUTIES:	<ul style="list-style-type: none">• Research and fully resolve telephone and email enquiries on behalf of Sleep Scotland• Administer to team & management meetings• Reception duties including, welcome visitors by greeting them in person or on the telephone, answering or referring enquiries• Update all generic areas of the website, ensuring accuracy at all times• Management of the building facilities• Order stationery etc• Support Sleep Services with administration tasks as required• Support the CEO and other staff with IT• Open incoming mail and direct to appropriate areas as required• Setting up for meetings i.e. preparing tea, coffee as required
OTHER DUTIES:	This is a general statement of the duties and responsibilities that the post holder will be expected to undertake – it may change from time to time to meet the exigencies of the service