

JOB DESCRIPTION – Spey Fishery Board Administrator

Key tasks and Responsibilities

- Carry out general office administration as required for the Spey Fishery Board
- Secretarial duties, including typing, dictation and minute-taking
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Update information on SFB website
- Book meetings and schedule events
- Order Office stationery and supplies
- Maintain databases
- Submit invoices and annual assessments
- Credit control
- Record and update catch return records
- Process income received
- Maintain filing system and all relative statutory records, including expenditure, income and accounts matters
- Make travel arrangements
- Handle queries
- Co-ordinate time and mileage data for staff
- Organise training courses as required
- Oversee maintenance of the office premises
- Produce reports as required
- Co-ordinator for School projects
- Liaise with sponsors and arrange annual Opening Ceremony/Prize-giving
- Draft SFB Briefings and press releases
- Manage utility & mobile phone contracts for the SFB office and Hatchery
- Act as Health & Safety Co-ordinator, including Risk Assessments, annual life-jacket and fire extinguisher servicing & PAT Testing
- Co-ordinator for SFB Insurance policies
- Organise exhibitions

Requirements

- A team player
- Proven experience as an Administrator, Administrative Assistant or relevant role
- Experience with Microsoft Office software including, Word, Access databases, Excel and Publisher
- Ability to multi-task and prioritize daily workload
- Excellent organisational skills
- Strong written and oral communication skills
- Problem solving attitude with an eye for detail
- Discretion and confidentiality
- Full clean UK driving licence
- A flexible, adaptable approach to working in a small company