

Office administrator.

Full time Permanent Position.

Reports to

The Office Administrator will report to the Crew liaison officer and Office Manager.

Job Overview

The SWFPA Crew Services supports the parent association members with crewing and welfare requirements. The successful applicant will primarily support the Crew liaison officer and your primary role will be assisting with the smooth running of the office.

Office Administrator Responsibilities:

* Provides administrative support to ensure efficient operation of the office.
* Answers phone calls, schedules meetings and supports visitors.
* Carries out administrative duties such as file management activity within the office including, sorting and filing electronically and, where required, hard copy filing maintaining all computerized storage records.
* Assist in making travel arrangements such as booking of flights, hotel, Covid testing and all association joining and repatriation requirements where directed by the Crew liaison Officer.
* Exhibits polite and professional communication via phone, e-mail, and mail.
* Undertake front of house duties including greeting crew and visitors; directing them to correct person and monitoring access and security arrangements.
* Undertake ad-hoc activity as directed by Crew Liaison Officer or Office Manager.

The successful candidate will have excellent communication skills and the ability to liaise with others. They will be able to work effectively both within a team and on their own initiative with a flexible approach and ability to adapt to changing demands. Attention to detail and exceptional organizational skills are essential.

The successful candidate will be educated to National 5 level or equivalent, knowledge of appropriate software including: Microsoft Word, Excel, and outlook.

This is an exciting opportunity for someone looking to start their career in the administrative sector.

Salary Range

Dependant on experience.

Application

An application Letter and CV should be sent to:

Sharon Cooper

SWFPA Crew Services

Fraserburgh Business Centre

South Harbour Road

Fraserburgh

AB43 9TN

Email: [sharon@swfpacrewservices.com](mailto:sharon@swfpacrewservices.com) Closing date for applications is Friday 25th February 2022