

Office Administrator

We are looking for an office administrator to join our team in the Aberdeen office on a full-time basis (35 hours/week, Monday to Friday).

Duties include (but not limited to):

- Providing administrative support to staff and management whenever necessary.
- Managing the reception area, including welcoming clients and guests.
- Managing company correspondence, including phone calls, emails, letters and packages.
- Maintaining and organising office files, both physical and digital.
- Assisting in the development and enforcement of office policies and procedures.
- Reviewing, monitoring and arranging training for staff.
- Performing data entry tasks to ensure up to date and accurate information is recorded.
- Uploading documents to online digital platform for approval.

Education and experience requirements:

- Good academic qualifications, which must include Maths and English.
- Previous experience in office administration or a related role.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent written and verbal communication skills.
- Strong organisational skills.
- Ability to multitask and prioritise work effectively.
- Keen attention to detail.
- Ability to work well with others and contribute to a positive office culture.

Salary: Competitive based on experience

Closing Date: 29 May 2025

CV & Cover letter to Kerri Stables (kerri@athollscott.co.uk)