Job Title: Admin Assistant

An engineering company based in central Edinburgh is looking for a part- time admin assistant to assist with administrative and communication activities.

Skills You Will Require

- Strong command of the English language including grammar, spelling and punctuation

- Highly motivated

- Attention to detail and accuracy

- A hands-on, flexible approach to work

- Very competent IT skills including at least Excel, Word and Power-Point

- Highly organised with the ability of efficient time management

- Excellent communication skills on the phone and in writing

- Ability to use Adobe CS applications would be beneficial

Your Required Experience

- Experience of working within a similar role is essential

- Experience of using Quickbooks or any other accountancy software would be beneficial

- Experience of using social media for business and Wordpress is also beneficial

Responsibilities and Duties

- General administration i.e. photocopying and scanning as well organization and maintenance of the filing systems

- Reconciliation of Banking transactions in Quickbooks

- Input of invoices and payments to Quickbooks

- Drafting and editing content for the website, posters, brochures, presentations, news for newsletters and social media

- Maintenance of calendar of activities, meetings, and various events for assigned staff

- Arranging business travel and accommodation bookings as well as checking and process expenses claims

- And additional tasks as necessary

Other info

Hours of work: 20 hrs per week

Pay rate: TBC depending on experience

To apply please send CV to d.topolniak@actblade.com