**Summary of Job Description- NTDC Office Administrator**

The NTDC (National Technician Development Centre) is a small team providing services such as tools, expertise and resources to help higher education organisations to enhance their technical services.

We would be looking for one person on a temporary basis to support office administration duties on an ad hoc basis.

**- Person Specification - detailing any relevant experience / skills and if the students need to be within a specific department or year of study\*\***

* Good general administration experience
* Excellent attention to detail
* Experience of marketing and communication
* Proven numerical/mathematical ability
* Ability to demonstrate strong IT skills, including the use of in-house databases and the Microsoft Office applications, especially Microsoft Excel
* Effective communication skills
* Good organisational and interpersonal skills.

**Job Description - details of the tasks undertaken / responsibilities the students will have\*\***

* Provide administrative support to other members of the NTDC team including the Centre

Administrator, Manager and Specialist Advisors

* Maintain and update records of contacts, transactions and work carried out with clients
* Plan and prepare for events including co-ordination of materials, resources and communications
* Support the production and distribution of written correspondence on behalf of the NTDC/HEaTED
* Organise and service a wide range of meetings and events. E.g send event invites,

generate copies of documentation

* Manage electronic diaries effectively ensuring that appropriate meetings, travel and other

associated resources are planned effectively

* Any other duties commensurate with the post

**Pay Rate / Hours / Duration**

The pay rate will be:Grade 2.1

The role will be ad hoc, with an estimated 7 hours per week to begin with.

This role will be performed remotely.