



BASICS Education Scotland

BASICS Scotland, Administrator

Based in Aberuthven, Perthshire

Salary: £16,132 - £18,503

Full-Time (35 hours)

BASICS Scotland was established in 1995 to provide high quality immediate care training to health professionals in Scotland. We provide a variety of educational courses including immediate medical care courses, pre hospital paediatric care courses, major incident courses and emergency medicine courses.

BASICS Scotland receives funding from NHS Education Scotland (NES) to provide immediate care courses to health professionals working in remote and rural areas of Scotland.

We are currently looking to recruit an Administrator. The post holder will provide administrative support for a variety of projects within the organisation as well as providing secretarial support to the Medical Director. They will also be required to take a lead role in organisation of our annual conference, as well providing support to the Office Manager in accounts using Sage software.

The post holder will have responsibility for:

- Diary management and secretarial support to the Medical Director, including minute taking.
- Admin support to the Office Manager including assisting in the organisation of the Annual Conference.
- Maintaining financial records and issuing invoices using Sage software.
- Organising meetings with multiple attendees, arranging travel and accommodation.
- Administration and liaison with our volunteer Responders.
- Administration of BASICS Scotland membership.
- Any other administrative duties as required.

The successful candidate should be educated to HNC level or have demonstrable equivalent experience in administration. You will have excellent organisational skills and a working knowledge of Microsoft Office and Sage packages. This is an exciting opportunity to join our organisation and be part of a small dynamic team.

Please submit CV to Lynne Malpass at lmalpass@basics-scotland.org or via post to the address below.

Closing date: Monday, 28th November 2016

BASICS Education Scotland

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www.basics-scotland.org.uk