

Job Description & Person Specification

Project Support Administrator

Salary:	£15,000 plus 6% non contributory pension
Contract:	up to March 2011
Responsible to:	Business Development Manager
Hours:	Full Time (35 Hours per week)
Location:	Head Office, Manchester

JOB DESCRIPTION

Main Project Support Duties:

1. Assist with the maintenance and administration of training & events
2. Deal with training & event enquiries, bookings and registrations on a day to day basis
3. Assist with the production of training materials and reports
4. Provide administrative support to the Project team
5. Any other tasks consistent with the above as directed by the Business Development Manager

Essential criteria:

The Post-holder will need to demonstrate that they have the following skills, experience and qualities.

1. An organised approach to their work with a high degree of attention to detail
2. Knowledge of Microsoft Office applications
3. Able to identify when to take an initiative and when to refer to others
4. Good personal/time management skills sufficient to manage their workload in an efficient and effective way
5. Experience of team work and providing support to team members
6. Enthusiastic, helpful attitude to customers and colleagues
7. Willing to implement ABCUL's equal opportunities policy in their work
8. Available to work occasional weekends and evenings throughout the year as required
9. Willingness to undertake additional training relevant to the duties of the post as required
10. Communications skills both verbal and written
11. Ability to plan workloads
12. Ability to work under pressure
13. Adaptable to new environments