

Administrator: Job Advert

Job Vacancy for Spey Fishery Board Administrator

Part-time (28 hours/week – negotiable)

Salary: £18,790 plus 10% pension contribution

Based at the SFB Office at Knockando in the heart of Speyside.

We are looking for an experienced Administrator to organize our organisation's day-to-day operations, providing secretarial and administrative support to the Spey Fishery Board Director and to the Senior Biologist.

Highly organized, able to multi-task with ease and have excellent communication skills, the Administrator's main tasks include: maintaining statutory records (including accounting matters); secretarial duties, including typing dictation, minute-taking and filing; assisting with the drafting and production of publicity material; organising meetings, events and training; ordering office stationery and supplies and acting as co-ordinator for Health & Safety issues. You will have excellent knowledge of Microsoft Office software including Word, Access, Excel and Publisher and have a flexible, adaptable approach to working in a small company.

A detailed job description can be found [HERE](#). Applications, which include a letter and CV, should be emailed to admin@speyfisheryboard.com. We are committed to equal opportunities and welcome applicants from all sectors of society. If you require any adjustments to be made to the application process due to disability, please e-mail admin@speyfisheryboard.com. The closing date for receipt of completed applications is noon on Monday 31st May 2021. Successful applicants will be interviewed during the week beginning 14th June 2021.