



Office Administrator Job Vacancy

Part-time

We are looking to recruit for the following vacancy:

Job Title: Office Administrator

Location: **Glasgow**

Salary: £25,350 - £27,300 p.a. (pro rata) depending on experience

Work Pattern: 2 days p/w (15 hours, Thursday and Friday) overtime on request

DriveAbility Scotland is a new Scottish charity (registered with OSCR) , which offers driver (and passenger) assessments and advice to disabled and older people on their fitness to drive. It was established in Glasgow in 2021. Our aim is to develop the service across Scotland including to reach the Highlands and Islands, from outreach and satellite operations. It is based on the strong foundations of Driving Mobility www.drivingmobility.org.uk, whose Member organisations provide this service across the rest of the UK.

We are now recruiting additional staff both in Glasgow and outreach facilities and have an exciting opportunity for an experienced Office Administrator to join our team in Glasgow. The job-holder will support the administration team in the smooth running of the office. Key responsibilities include being the first point of contact for the centre and providing a first-class reception service, as well as providing an efficient administration service across all business areas, They will assist with client enquiries and data entry, and contribute to other areas of the service such as finance, health & safety, statistics, and customer feedback. They will receive full training and supervision and will be part of a small, multi-disciplinary team of administrators, Occupational Therapists and Approved Driving Instructors.

The ideal candidate will possess strong initiative and organisational skills with the ability to work accurately and methodically. They will possess excellent customer service and communication skills, with the ability to be sensitive and adaptable to the needs of a diverse range of service users. Empathy with disabled people is crucial. The ability to manage their own workload is essential as well as a reliable, conscientious and enthusiastic skill set being required. They will have good Microsoft Outlook, Word and Excel skills and enjoy the challenges of a busy and varied working environment. Experience in CRM systems is also desirable. They will be

interested in how their role fits with the bigger picture of disability and driving in the UK.

If you are interested, and would like further information please contact:

andrew.swain@driveabilityscotland.org.uk

To apply please send a covering email and your curriculum vitae to

andrew.swain@driveabilityscotland.org.uk

Closing Date: 31st May 2024 at 5pm.