

Administrative Assistant, 36.5 hours per week, FTC until 31st July 2024

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Company: University of Chester

Location: United Kingdom

Category: other-general

Description

The School of Education is seeking to appoint an Administrative Assistant to support the delivery of its programmes.

The postholder will:

- support the organisation, management and effective administration of activity within the School of Education.
- work with academic staff (including programme leaders) in support of programmes.
- communicate with applicants, students, alumni and key external stakeholders.
- have a broad understanding of how the programmes in the School of Education operate.

The postholder may also:

- support recruitment activities within the School of Education, including the preparation for recruitment events, the administration of student interviews.
- support the administration processes for finance and budget control, including procurement, suppliers, purchasing card transactions and invoicing.

The ideal candidate will be educated to at least Level 2 (GCSE or equivalent) and will have previous relevant experience in an administrative or clerical role. Great communication skills and a good level of computer literacy are essential.

We encourage applications from a diverse range of applicants.

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