

Administrator (Registry Services)

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Company: GBS Global Applied Knowledge

Location: United Kingdom

Category: other-general

Administrator (Registry Services)

This role is not eligible for visa sponsorship!

Job title : Administrator (Registry services)

Location : Role holder can be located in East London, West London, Manchester, Birmingham, or Leeds

The purpose of this post is to provide support to the Assessment and Awards Team and to take a responsibility for specific areas of Assessment and Awards Administration.

Main Responsibilities

Undertake key aspects of administration relating to the area of Registry Services

Processing student withdrawals, interruption of studies, cancellations etc within the agreed time scales.

Update the Student Record System on a regular basis

Support the preparation for exams

Support Induction and Enrolment activities for all partners

Secretarial support for various committees and meetings as and when required

Support the administration of institutional academic appeal process

Collating and storing highly confidential documentation

Communicating with staff across all the organisation

Support the administration for the preparation of Assessment Boards

Inputting of board outcomes onto Student Records System

Production of transcripts and results letters

To be involved with the organisation and operation of Awards Ceremonies.

To deal with queries by telephone, letter, e-mail and face to face from academic and administrative colleagues and students in relation to a number of Assessment and Awards issues

To undertake other appropriate duties as required by the Assistant Registrar (Assessment and Awards).

Requirements

Administration experience

Customer/student focused approach.

Strong administrative skills with proficiency in MS Office applications such as Excel, Word, Outlook Mail.

Excellent communication skills both via email and telephone as well as confident in dealing with all levels of staff

A can-do attitude with well-developed problem-solving skills

Good attention to detail

Ability to work well as part of a team

Ability to work under pressure and to deadlines.

The post holder must be flexible, approachable, and helpful with a strong customer service ethic.

The post holder will use initiative and judgement to resolve matters.

Ability to handle confidential and sensitive information, within the requirements of GDPR

At peak periods there may be a requirement to work flexibly as necessary and a willingness to travel between GBS sites as required.

Other Information

The administrator will also be expected to demonstrate their commitment:

to GBS values and regulations, including equal opportunities policy.

the GBS's Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of GBS's Environmental Policy.

to their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

If you're looking to make a real difference with your next career move, why not join us.

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