University of Edinburgh

1. Job Details
Job title: Secretarial Assistant
School/Support Department: Communications and Marketing
Line manager: Departmental Administrator

2. Job Purpose
To provide secretarial and administrative support for the Department and the Director.

3. Main Responsibilities

- Contact members of staff and representatives of different institutions in order to set up meetings on behalf of the Director of Communications and Public Affairs. To manage Director’s diary. 25%
- Find and book rooms for Director and/or staff meetings and arrange the catering for them. 7%
- Contact travel agency in order to arrange Director’s travels for the meetings outside Edinburgh. 3%
- Print and prepare applications for the new posts in the department to be considered by Heads of relevant sections; contact applicants in order to schedule interviews; book rooms and arrange catering so that the interviews could take place and run smoothly. 20%
- Update and make alternations in Bulletin and Edit contact databases to provide the correct distribution of University magazines. 5%
- Update and make alternations in Dynamic Diary so that new events were listed on the University website; putting press releases into press releases archive. 7%
- Distribute daily mail, fax papers, order office supplies, update files and field telephone enquires in order to provide clerical support to the department. 33%

4. Planning and Organising
- Planning and organisation of Director’s meetings, including preparation of all necessary documentation, room booking, catering ordering.
- Planning and organisation of day-to–day tasks to provide effective clerical support for the department.

5. Problem Solving
- Dealing with diary clashes during meetings arrangements.
- Room booking - finding an appropriate room considering type of the meeting/ number of participants.

6. Decision Making
- Make decisions on the best dates/times for Director’s meetings
- Make decisions on the most appropriate room to book
- Prioritisation of clerical tasks on everyday basis

7. Key Contacts/Relationships
- Contact representatives of different University departments/ various institutions by telephone or email for Director’s diary arrangement.
- Consult appropriate department for room booking and catering orders
- General faxing

8. Knowledge, Skills and Experience Needed for the Job
Working knowledge of Word, familiarity with email and web, managing databases, sound planning and organizational skills, interpersonal skills
9. Dimensions

- Provide secretarial support for the Director
- Provide basic clerical support for the Department
- Customers – media enquiries referred to appropriate media officer, various enquiries from members of public

10. Job Context and any other relevant information

Effective support for the Administrator