



## **Business Administrator**

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for an efficient, self-motivated Business Administrator to work in the BGS Edinburgh Office.

You will provide effective administrative assistance including diary management and travel management to the Earth Hazards and Observatories Science Director and science staff enabling them to maximise the efficiency of their work.

Qualified to Standard grade general level or equivalent qualification in English Language and Mathematics, you must have previous work experience (likely to be at least 2 years) in an office environment – including diary management, meeting / events planning and a range of other administrative support tasks. In addition, you must have good keyboard skills and experience of the Microsoft Office family of software.

You must have a self-motivated approach to managing time, prioritising workloads and evidence of working unaided to meet deadlines. You must have some experience of coordinating the work of a team. The post involves team working therefore you should be able to work effectively with others and encourage a good team working environment.

The salary for the post is between £18,190 and £19,350 per annum, depending on experience. The role is advertised as a full time post but we may consider applications from those who require more flexible arrangements. A generous benefits package is also offered, including a company pension scheme, childcare allowance (salary sacrifice scheme), 30 days annual leave and 10.5 days public and privilege holidays.

Applications are handled by the RCUK Shared Services Centre; to apply please visit our job board at [http://www.topcareer.jobs/Vacancy/irc242298\\_7374.aspx](http://www.topcareer.jobs/Vacancy/irc242298_7374.aspx) and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in the person specification. CVs that are not accompanied by a covering letter will not be considered. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867003, Please quote reference number IRC242298.

Closing date for receipt of CVs is 20 September 2017. Assessments will take place 3 and 4 October 2017 and interviews will be held on the 16 and 17 October 2017 in our office in Edinburgh.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an *Investors in People* organization and has achieved Bronze status



for Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

