

CORPORATE SERVICES APPRENTICE

JOB DESCRIPTION

The core **purpose** of this role is to provide general administrative support to the corporate services team within the Scottish Legal Complaints Commission.

Core **tasks** will include:

Working with our Corporate Services team to deliver support in areas such as HR, Corporate Governance, Finance, IT, Office Management, Health & Safety and Digital.

Processing incoming and outgoing mail.

Providing a professional, friendly and welcoming reception service for colleagues, visitors and contractors.

Assisting with meeting room management i.e. bookings, furniture set up, AV equipment set up, hospitality and catering and assisting with event organisation.

Carrying out and logging routine housekeeping checks.

Inputting purchase orders into the electronic finance system and keeping all supplier paperwork in good order to ensure invoices are reconciled prior to payment.

Inputting sales invoices into the electronic finance system.

Inputting information into spreadsheets and databases to ensure information is accurate and up to date.

Being part of a team that is committed to excellence and dedicated to providing a first class business support service.

PERSON SPECIFICATION

Essential Criteria

Skills

Excellent communication, both verbally and in writing

Strong IT skills (e-mailing, Word, Excel, drafting letters, data entry)

Good time management and ability to work to deadlines

Enjoys helping other people and delivering good internal customer service

Excellent attention to detail and 'error spotting'

Attributes

Enthusiastic and motivated by helping other people

Ability to work in a team and deal with changing demand and circumstances

Enjoys a busy workload

Desirable Criteria

Skills

Ability to follow instructions and complete tasks accurately

Experience of an office environment

Attributes

Willing to use own initiative when required

Forward thinking and adaptable – not afraid to suggest new ways to do things more efficiently

Clear understanding of the SLCC's role and function