**Business administration & support Officer**

**Person Specification**

**Criteria:**

The post holder will be tech savvy and business minded, with impressive organisational and IT skills. We are looking for someone who is enthusiastic, self motivated, able to work to deadlines and with a strong team ethos. Being able to communicate confidently and clearly with colleagues and people from a range of backgrounds and positions and commitment to citizen feedback is essential. An understanding of health and social care in Scotland would be an advantage.

As part of a small team, a flexible approach and the determination to do whatever it takes to get the job done is important.

**Knowledge, skills and experience:**

* Passionate about the benefits of listening to patients and staff.
* Extensive administrative experience in a busy, dynamic organisation
* Outstanding organisational and administrative skills
* Advanced IT skills including Microsoft Office suite, HR Software, Design software (such as Canva)
* Experience of supporting and administering projects
* Outgoing temperament and personality
* Confident and clear communicator, via telephone, video call, face-to-face and in writing
* Administrative maintenance and management of quality system/operations manual experience
* Experience of administrating and supporting HR functions
* Excellent understanding and avid user of social media and communication technologies (Zoom, MS Teams, Crowdcast)
* Thrives under pressure and consistently delivers highest quality results
* Works flexibly, demonstrating a high level of self-motivation, initiative and resourcefulness
* Effective and supportive team player
* Understanding of health and social care landscape
* Willingness and ability to travel occasionally across Scotland, and to Head Office in Sheffield, as required

**To apply:**

If you are interested in this position please send a CV and covering letter, letting us know why you want to work with us and clearly showing the ways in which your skills, knowledge, and experience matches our requirements to, Fraser Gilmore, Executive Director & Head of Scotland.

By email to: [info@careopinion.org.uk](mailto:info@careopinion.org.uk) (Mark FAO Fraser Gilmore, Executive Director & Head of Scotland)

By post to: Fraser Gilmore, Executive Director & Head of Scotland, Care Opinion, Unit 6 Alpha centre, Stirling University Innovation Park, Stirling, FK9 4NF

**Closing date: 5pm, 8th May 2022**