



Receptionist/Admin Assistant - Edinburgh (Streetwork)

Salary Scale: £18,525 - £19,828

Simon Community Scotland is the largest provider of homelessness services in Scotland, with a reputation for excellence. Our vision is that everyone should have a safe place to live and access to the support they need. Everything we do is about and for people: the people we support, our staff, our partners and everyone affected by homelessness. Our values are built into every area of activity and tell the story of how people remain at the heart of the Simon Community.

Job Purpose

We're currently looking for a value driven, experienced administrative star who takes pride working for an organisation that makes a difference in the lives of those who need help most! The administration team is the vital nervous system of any workplace, and as the administration assistant you'll be the first port of call for the daily duties that keep Streetwork operating as a well oiled machine. Reporting to the Senior Administrator as a part of the greater corporate services team, you'll coordinate to ensure all systems are efficient, organised and humming along.

About You

You must be an experienced administrator who's comfortable with varied duties and responsibilities, who can multi-task in a fast-paced and varied workload each day (no 2 days are the same!). You must be confident with your skillset to tackle any task and see it through to completion, and happy to work independently or to work with other team members on larger ongoing projects. You will love working with a team that feels like family, motivated by the same shared passion to help people, no matter what your role in the organisation is. You should be friendly, outgoing, and take joy in ensuring everyone you work with has a positive experience.

Role

- Supporting the Senior Administrator with the administrative operations of the Edinburgh office.
- General reception duties, including answering phones, welcoming visitors and handling enquiries.
- Providing ad hoc administrative support to the Strategic Leads or other management.
- Assisting with the improvement of operational efficiency including purchasing procurement, automation implementation and improving our environmental footprint.
- Oversee ad hoc projects from inception to completion.
- Assist the Senior Administrator with social media engagement and content generation.
- Improve and maintain current filing systems.

- Arranging catering for meetings as and when required, diary and calendar management of meeting rooms.
- HR duties such as recording staff leave and processing new starters and leavers.
- Finance duties such as petty cash and staff travel.
- Stock takes and procurement of supplies and necessary items for our Southbridge office and hub/drop in centre.
- Coordination of facilities suppliers and maintenance support when necessary.
- Routine health and safety checks.
- Maintaining registers of our equipment and a database of our staff in Edinburgh.

Experience

- Must have at least 3 years experience in a professional administrator role.
- Must have at least 3 years experience in a customer services environment.
- You must be a self starter and have a “hit the ground running” attitude and have the ability to cope with interruptions in a constantly changing environment.
- Creative problem solving skills, willing to take a routine or ad-hoc task to the furthest point of completion possible before requesting additional support.
- Have first class written and verbal presentation skills and the ability to work under pressure.
- Marketing and social media experience would be desirable.
- A history of working in a company or organisation within social care or health care would be desirable.
- Previous experience in basic financial support would be desirable.
- Be highly organised and methodical in your approach to work, with strong planning, organisational skills, and the ability to work independently.
- Work autonomously to prioritise and manage your regular and additional tasks to ensure all tasks are completed and deadlines are met.
- A fully supportive and integrated team player contributing to effective performance in achieving strategic goals, with a flexible attitude to deadlines if and when required, willing to speak up and coordinate duties.
- Advanced IT skills, particularly GSuite would be advantageous in addition to MS Office packages.
- Proactively learn new technology to improve the performance of the Corporate Services Department.