FALKLAND ISLANDS DEVELOPMENT CORPORATION

JOB DESCRIPTION

Job Title:	Asset/Administrative Co-ordinator	**Reporting to:**	Deputy Managing Director
Salary Scale:	F1.	**Reports on:**	N/A

Job Purpose: To undertake administrative tasks, ensuring the Falkland Islands Development Corporation's team has adequate support to work efficiently.

Responsibilities to include but not restricted to:

- Reception and 'Front of House' duties as a customer service first point of contact for the FIDC site for both phone calls and personal visitors.
- Maintain corporate files, records, and stocks of office sundries.
- Maintain the tidiness and presentation of the public areas of the FIDC office suite.
- Liaise on behalf of and between FIDC team members and ensure that their admin and resources needs are met.
- Answer phone calls and redirect them when necessary.
- Deal with inbound and outbound correspondence (e-mail, letters, packages etc.) on behalf of the FIDC.
- Submit timely reports on activities and prepare reports as required.
- Create and update records ensuring accuracy and validity of information
- Assist in the preparation for and attendance at events and workshops, including preparation of displays, records, resources and travel arrangements.
- Perform other clerical receptionist duties such as filing, photocopying and preparation of loan or grant letters.
- Support the Projects Team with reactive and proactive asset maintenance across FIDC's portfolio and assist with lease agreement preparation and correspondence pertaining to new and existing tenants of Hillside Business Park and the Container Park.
- To assist the Business Development Team with grant /loan applications.

Additional Information:
The post holder should be well organised and able to respond to changing priority levels. Good verbal and written communication skills are essential, as the job requires direct communications with clients. Due to the handling of commercially sensitive information, absolute confidentiality is essential.

Knowledge/Skills/Experience/Qualifications required for the job:

Qualifications and Experience

Essential Criteria:

- Education to GCSE standard or equivalent, including A-C grades in English and Maths.
- Familiarity with the use of Microsoft Outlook, Word, and Excel.
- Experience as an office administrator, office assistant or relevant role.
- Experience in a customer-facing role.
- Drivers licence
- Strong communication skills both written and spoken

Desirable Criteria:

- NVQ Level 3 in Business Administration or similar

Skills and personal attributes

- A strongly evidenced orientation towards personal and professional development.
- An aptitude for the organisation of people and resources.
- Familiarity with office organisation and the use of aids such as filing systems, diaries and IT equipment and programmes.
- Commitment to working to a high standard.
- The capacity to multi-task and prioritise workloads.
- Commitment to teamwork and maintaining effective working relationships with colleagues and clients.
- Self-motivated and trustworthy.