

Experienced Administrator required Part time/term time only (maternity cover)

Cosmic People are a small, family run, local company based in Walton on Trent. We are a nationwide provider of specialist support to students with disabilities and learning difficulties in higher education, in line with DSA government funding.

We are currently looking for a part-time administrator, to cover maternity leave, for an initial 12-month period.

Hours of work:

University term time only.
Monday to Friday 9:30 am until 2:30 pm.
22.5 hours a week (30-minute lunch break).

Location:

Office in Walton on Trent

Job Role:

We are looking for a strong, experienced administrator, to support our office staff with the following: -

- Placing adverts on web sites and job boards; sourcing new support staff.
- Making new staff members files compliant for work; application of references and documents
- Conducting initial CV selections and telephone interviews
- Spreadsheet data input; updating student and staff records
- Answering the telephone; dealing effectively with queries from both staff and students
- Taking new student referral details; setting up student support, sending confirmation emails, updating relevant parties by email.
- Adherence to policies and procedures and problem solving.

Skills required:

- Strong computer skills - good working knowledge of excel, emails and word
- Fast typist and an excellent communicator
- Professional friendly manner and a good telephone manner
- Willingness to learn and a can-do attitude
- Genuine interest in helping others achieve their potential
- A self-starter, able to use your own initiative
- Ability to adapt and fit in with a small team
- Productivity and customer focussed

What You Can Expect:

Training for the role is provided. An experienced member of the team will be allocated as your mentor, assisting your induction. A four-week probation period with a friendly, welcoming team. Access to shared health club membership. A valued team role and rewarding role; arranging support assisting students during their higher education.

Salary: £9.50 per hour (plus holiday pay and pension contribution)

To apply

Please send your CV and covering letter detailing your suitability for the role to: -
mandy@cosmic.co.uk

Closing date: Friday 31st May 2019.

Short-listed candidates will be contacted week commencing Monday 3rd June 2019.

Start date: mid-June 2019.