

Job Title:	Admin Assistant (Technology)
Department:	Technology
Reporting To:	Head of IT / Head of Data and Digital Infrastructure
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	Allan Robertson House, Kingsbarns
Contract:	Full time – Permanent

Job Purpose

The R&A (the governing body for golf and organizer of The Open Championship) is looking to recruit an admin assistant to provide day to day support in the running of the technology team.

Based at Allan Robertson House, Kingsbarns the successful candidate will need to have an interest in and understanding of a broad range of technology areas to complement the existing team.

Job Description

ROLE AND RESPONSIBILITIES

- Assist Technology teams with day to day admin tasks, including but not limited to:
 - Meeting / Calendar management
 - Preparation of meeting agendas & minute taking where appropriate
 - IT order processing & invoice management
 - Travel management
 - Expense & credit card management
 - Asset Management
- Monitor IT Helpdesk to ensure that tickets are being allocated and actively progressed by IT team.
- Monitor scheduled system administration tasks and highlight exceptions for follow up by IT team.
- Run monthly and weekly KPI reports across digital channels
- Develop and maintain technology documentation and policies

QUALIFICATIONS AND EXPERIENCE

- Experience of working within teams and independently;
- Excellent communication skills (written and verbal);
- Ability to prioritise tasks.

ESSENTIAL SKILLS

- Good Organisational skills.
- Experienced user of Microsoft Office applications
- Attention to detail
- Initiative and proactivity

DESIRABLE SKILLS

- Experience in Calendar/Meeting management
- Experience in travel management

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectation to Laura Kane – recruitment@randa.org prior to the closing date of Friday 1st February 2019.

How your information will be used

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about The R&A's use of your data, please contact us.