



## **Business Assistant**

**Based in our Edinburgh office – on the Heriot Watt campus**

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for an efficient, self-motivated Business Assistant to work in the BGS Edinburgh Office.

You will provide effective administrative assistance including diary management and travel management to the Earth Hazards and Observatories Science Director and science staff enabling them to maximise the efficiency of their work.

Qualified to Standard grade general level or equivalent qualification in English Language and Mathematics, you must have evidence of working in an office environment, together with a good understanding of office procedures. In addition you must have good keyboard skills and experience of the Microsoft Office family of software.

You must have a self-motivated approach to managing time, prioritising workloads and evidence of working unaided to meet deadlines. You must have some experience of coordinating the work of a team. The post involves team working therefore you should be able to work effectively with others and encourage a good team working environment.

The salary for the post is between £18,190 and £19,350 per annum, depending on experience. The role is advertised as a full time post but we may consider applications from those who require more flexible arrangements. A generous benefits package is also offered, including a company pension scheme, childcare allowance (salary sacrifice scheme), 30 days annual leave and 10.5 days public and privilege holidays.

Applications are handled by the RCUK Shared Services Centre; to apply please visit our job board at [http://www.topcareer.jobs/Vacancy/irc241393\\_7227.aspx](http://www.topcareer.jobs/Vacancy/irc241393_7227.aspx) and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867003, Please quote reference number IRC241393.

Closing date for receipt of application forms is 25 June 2017. Assessments will take place week commencing 10 July and interviews will be held on 24 and 25 July 2017 in our office in Edinburgh.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic



minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an *Investors in People* organization and has achieved Bronze status for Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

