Receptionist

* Location: SAMS site, Dunbeg, near Oban
* Hours of work: 21 hours per week (Wed to Fri)
* Rate of pay: £24,242.40 (FTE) per annum
* Duration: Permanent

Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilize each person’s talents and strengths.

Job Description

1. Providing a Reception Service
* Dealing with callers in person, by phone and by email.
* An information point of contact for people on site.
* Dealing with incoming and outgoing post and emails.
1. Contributing to Site Security and Safety
* Following emergency procedures for alarm system activations and emergency situations.
* Management of a staff/visitor access card system, including system maintenance and setting up new system elements as required.
* Photographing new staff, students, and trustees to add to staff intranet.
* Maintenance of fire station lists.
* Maintenance of an accurate list of visitors on site.
* Sending weekly security information to the Police.
1. General Administration Service
* Maintaining staff/student pigeonholes.
* Booking meeting rooms.
* Booking lab and hire cars.
* Administering travel insurance system.
* Ordering stationery, franking machine and security supplies, monitoring and maintaining levels for SAMS staff and postgraduates needs.
* Maintaining budget and expenditure records for HR budgeting purposes.
* Maintaining a list of local accommodation to rent.
* Compile a weekly diary.
* Log and store student assessments.
* Maintaining records on SAMS intranet.
* Providing word processing and general administrative assistance to senior staff on request.
* Act as committee secretary and take minutes.
* Support the Events Co-Ordinator with event delivery, handling delegate enquiries and pre-event admin.

4. Additional responsibilities

* Provide administrative support to SAMS Whitley Committee – the committee meet quarterly. Duties include organising meetings, preparing and circulating agenda and meeting papers, writing minutes and actions.
* Provide cover for other receptionists when they take planned or unexpected leave. Planned leave should be agreed well in advance and communicated to other receptions so they are aware.
* Assist HR occasionally during busy times with recruitment administration.
* Provide assistance, where required with occasional SAMS-wide events.
* Provide administrative assistance with other tasks as and when required.
* Use of Public Address System (Tannoy announcements)

Requirements

* Customer service skills and administrative experience are essential.
* Good working knowledge of Microsoft office and ability to learn new computer systems are also important.
* Experience of taking minutes is desirable but not essential.
* It is necessary to be able to communicate with people at all levels, including staff and students of many different nationalities.
* The post requires good organisational skills, attention to detail and working flexibly as part of a team.
* The reception. is often single manned.
* Able to keep calm and provide flexibility when this may be required to assist others, help with SAMS-wide administrative activities.

How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 1st August 2025.

Interviews will be held on-site in August. The successful applicant should be available to start work by early September 2025.

(Job Ref No: D09/25.HF)

(Scottish Association for Marine Science)

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(01631 559000)

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([Vacancies — Scottish Association for Marine Science, Oban UK](https://www.sams.ac.uk/vacancies/))

Attention: (SAMS HR team)