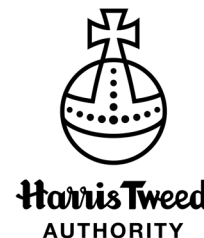


Job Description

Harris Tweed Authority - Administrator

Closing date for applications – 12pm, Wed 11th October 2023



The Harris Tweed Authority (HTA) is a statutory public body, tasked in law with the privilege of protecting and promoting the unique Harris Tweed® industry, based in Stornoway in the Outer Hebrides of Scotland.

The HTA is seeking to appoint a junior / apprentice or graduate administrator to support the office manager with the running of a small but busy office within Stornoway Town Hall. The role is customer facing, varied, challenging and requires a commitment to exceptional levels of customer care and attention to detail in his/her work.

The position is full time (37.5 h/pw) and is based in Stornoway Town Hall. Applications will be considered from individuals seeking part-time/job-share.

Summary of Duties/Skills:

This position required strong communication, organisational and administrative skills.

- Applicants must be prepared to support the administration and operational running of the office across all areas of our work, including reception duties, telephone, mail, basic finance, customer service and internal corporate support to other staff.
- Some experience of EXCEL and/or SAGE would be an advantage
- Data input, record keeping, analysis, research and information gathering skills.
- Sales and stock control

Person Specification:

- Experience of or a keen interest in administrative work
- A confident/friendly/out-going personality
- An ability to multitask and be highly organised
- Be able to work under pressure and to tight deadlines
- Attention to detail / accuracy
- Competence in English and arithmetic
- A driving license and access to a car are essential
- Gaelic would be an advantage

The Harris Tweed Authority, Town Hall, 2 Cromwell Street, Stornoway, Isle of Lewis, Scotland, HS1 2DB
Ùghdarras a' Chlò Hearaich, Talla Bhaile, 2 Sraid Chrombail, Steòrnabhagh, Eilean Leòdhais

Established by Act of Parliament 1993

Tel: +44 (0) 1851 702269

e-mail: enquiries@harristweed.org

www.harristweed.org