



Administrator (Part time)

The Headquarters of Scottish Sub-Aqua Club requires a vibrant, organised, self-motivated individual with first class communication skills to act as Administrator.

This is a job share post, working 21 hrs per week. Working hours are 9am - 5pm Monday, Tuesday and Wednesday. The salary for this post is £14,924, pro rata. (£8.20/hr)

The post is based at our Headquarters in Bogmoor Place, Glasgow.

The Scottish Sub-Aqua Club is the governing body for scuba diving in Scotland.

You will be responsible for a variety of tasks including processing of membership transactions through the membership database, dealing with member communication, event/meeting management and administering the SAGE account system.

The ideal candidate will be competent in using Microsoft Office applications (Word, Access and Excel), be well organised and be able to manage their time productively. They should also demonstrate good oral and written communication skills.

This post is subject to a satisfactory Disclosure Scotland check.

For further information and an application form see our website www.scotsac.com.

Closing date 12 noon on Friday 24th August 2007.

Interviews to be held on Wednesday 29th August 2007