Job Description

Team Assistant
(Modern Apprentice – Business and Administration)

Background

The Oil and Gas Technology Centre (OGTC) are offering an exciting Modern Apprenticeship opportunity for a talented person to develop their career and gain a recognised qualification at the same time.

The OGTC has been created to become the 'go to' world class technology centre for developing, adapting and deploying technology in support to the oil and gas industry. This is an excellent opportunity to join a growing team whose goal is to benefit the Oil & Gas Industry in the UK and ensure that the NE Scotland continues to be a Great Place to Live, Work and Invest.

What we're looking for:

We're looking for an enthusiastic individual with brilliant organisation and communication skills who can provide friendly and efficient business support within the OGTC. You should be happy to get involved with everything from welcoming our guests to sorting out basic HR issues. Ideally you will already have experience in an administration role but it isn't essential. It is a busy work environment so good task management and timekeeping are vital, as well as a proactive attitude to problem solving and an enthusiasm for learning new skills.

To be successful in this role you should:

- Be super organised and have great time management skills with an ability to multi-task
- Have good understanding of Microsoft office (Outlook, Excel, Word and PowerPoint) and a desire to learn and develop new computer skills
- Have the capacity to handle tight deadlines and last-minute changes
- Be able to maintain professionalism and confidentiality when dealing with sensitive information
- A minimum of 3 National 5 qualifications or equivalent

The most important skills of all – you need to have a flexible approach and a sense of humour, we're a small team with big goals and that means a one team spirit is essential.

Here's some examples of the work you would be involved in delivering:

- Organising us – helping where required with co-ordinating arrangements for meetings and events, collating information or preparing briefing packs
- People Stuff – Provide support to our People & Organisation Manager, help her keep us all happy
- Maintaining the flow – answering basic queries or passing them to the right people
- One Team - supporting the events team, reception area and PA support over vacations
- Pulling information together – using the information you're given to prepare useful reports and interesting presentations

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What's in it for you?

- A full-time contract from day one
- A great working environment and a super friendly team of colleagues to help you learn and develop
- As well as learning on the job, we'll provide you with an extensive induction and you will be enrolled on a Modern Apprenticeship qualification (SCQF Level 6 Business and Administration) with North East of Scotland College (NESCOL)
- A competitive package that includes private medical cover and a range additional benefits

Sound like you?

To apply for the job, please send your CV along with a covering letter to recruitment@theogtc.com . Tell us why you think you would be a good match for our Team Assistant (Modern Apprenticeship) job.

If you need more information before applying, please contact Susan Brimmer, People & Organisation Development Manager:

Email: susan.brimmer@theogtc.com
Phone: 07384 118769

The closing date is Thursday 6 December 2018.

Job Title	:	Team Assistant (Modern Apprenticeship)
Department	:	Admin
Required date	:	ASAP
Reporting to	:	People & Organisation Development Manager
Job Location	:	Aberdeen
Job Duration	:	Permanent