

## **Administrative Officer (London)**

**Location:** London

**Contract:** Permanent

**Salary:** £25K

**Benefits package:** 25 days holiday, generous group personal pension plan

### **About us:**

Scotch Whisky is a much-loved and prestigious spirit drink with a global reputation. The industry plays a significant role in the Scottish and British economies, and is an important employer across Scotland and, through the supply chain, across the whole of the UK. It combines both the traditional and modern, the international and local.

The SWA is the trade association that supports the Scotch Whisky industry. Our vision is to be a dynamic industry in sustainable global growth and for Scotch to retain its place as the world's leading high-quality spirit drink. Our mission is to drive the best possible global business environment for Scotch, so that the industry's vision can be achieved. We are headquartered in Edinburgh and have an office in London.

This is a new and exciting role based in our London Office. We have been going through a companywide restructure, as this new structure beds in and continues to develop, it is expected there will be changes to the tasks and role for this position. We are looking for someone who can work flexibly and adapt well to changes, an enthusiastic person with a variety of skills who doesn't mind turning their hand to different tasks to help the team deliver for Scotch Whisky.

One of your first tasks will be to help us identify a new office and move to it with an expanded team.

### **Your role:**

This role will involve leading the day-to-day running of the SWA's London office, including preparations for London-based events; diary, facilities and database management; travel bookings and additional administrative support to members of the SWA London team as required. It will involve close working and coordination with the Edinburgh-based support team.

### **Your experience and skills:**

- Administrative experience in an office/clerical environment is essential.
- Expertise in Microsoft Office (Word, Excel, Outlook, Powerpoint) is essential.
- Good organisational and event management skills.
- Comfortable dealing with external contacts in a professional manner (including Government officials, SWA members and other stakeholders).
- Energetic and enthusiastic, an ability to work in a collaborative manner, across a geographical divide where necessary.

Please apply by submitting your CV and cover letter to: [swa@gravitatehr.co.uk](mailto:swa@gravitatehr.co.uk) with 'Administrative Officer - London' as the subject.

**This vacancy closes on 10<sup>th</sup> February 2018**