



MACC Developments Ltd
 79 MACC Business Park
 Machrihanish
 Campbeltown
 Argyll
 PA28 6NU

Email: enquiries@maccdl.co.uk
 Telephone: 01586 551555

JOB TITLE	<u>Administrator</u>
PURPOSE OF JOB	The role of the Administrator is to assist with the day-to-day functions of MACC Business Park and support all office and maintenance staff members in delivering an effective service to current and future MACC Developments Ltd tenants.
BACKGROUND	<p>MACC Developments Ltd (MACCDL) is a wholly owned trading subsidiary of Machrihanish Airbase Community Company (MACC) and operates a former RAF Airbase on the west coast of Scotland as a business park for local, national and international businesses. The overarching aim is to deliver lasting economic and social benefit to the local community by taking advantage of the resources and potential which the site offers.</p> <p>To achieve this aim MACC DL is looking to expand its current staff to recruit a motivated and capable Administrator.</p>
RELATIONSHIPS	<p>Reporting to: Business Development Manager</p> <p>Responsible for: Visitors, occasional consultants and contractors</p> <p>Working with: MACC Group Directors, Business Manager, other office, security and maintenance personnel, various contractors, on site tenants, consultancies, funders, and public sector agencies.</p>
MAIN DUTIES	<p>The position will involve, but will not be limited to, the following duties:</p> <ul style="list-style-type: none"> • The Administrator will be the first point of contact for any day to day enquiries face to face, by email and over the phone. • Respond to tenant's on matters relating to the running of the Business Park and day-to-day liaison with tenants on property issues. • Assist in the effective administration of the MACC group procurement policy including; obtaining quotations, issuing purchase orders, ensuring compliance with MACC DL policies, and processing payments. • Along with the Assistant Manager and bookkeeper ensure the timeous issue of demands for rent and other sums due by the tenants.

	<ul style="list-style-type: none"> • Assist with administration of debt recovery process and the enforcement of lease terms. • Filing and auditing, both electronic and paper. • Assisting with the marketing of business assets or activities. • Assisting with planning, organising and delivery of onsite events. • Any other task that may from time to time be requested by the Business Development Manager
<p>PERSON SPECIFICATION</p>	<p>Equivalent in post experience or formal qualifications in a further education (HNC, HND, Degree etc.) subject is essential as is a willingness to learn new skills and take on new responsibilities. The ideal candidate will be a capable administrator whose employment history reflects this and will have some experience of property management.</p> <p>The candidate must be highly computer literate and be able to demonstrate proficiency in the use of Microsoft based software. Ability to use SAGE accounting software is desirable as is the ability to use social media and website management platforms.</p> <p>A background in customer relations, a high level of attention to detail and effective communication skills, both oral and written, are essential.</p> <p>Discretion and confidentiality is required at all times all and you may be asked to agree to non-disclosure agreements from time to time.</p> <p>The candidate must have a UK driving license and access to their own vehicle.</p>
<p>SALARY</p>	<p>Competitive depending on skills and experience.</p>
<p>JOB STATUS</p>	<p>The post is offered on a full-time basis, but alternative working arrangements may be possible. The post is permanent depending on successful completion of a 6-month probationary period.</p>
	<p>Interested candidates should submit their CV with a cover letter detailing their suitability for the role by post or email to the addresses below:</p> <p>MACC Developments Ltd 79 MACC Business Park Machrihanish Campbeltown Argyll PA28 6NU</p> <p>Email: enquiries@maccdl.co.uk Telephone: 01586 551555</p>

	<p>Closing date is 23:59 Thursday 11th April 2019. Interviews to follow soon after. If you have any questions regarding the role, please call and ask for Malcolm McMillan.</p>
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