

Teitl y Swydd: Swyddog Gweinyddol Morlais	Lleoliad: Llangefni	Band Cyflog: Gweinyddol a Thechnegol
Yn adrodd i: Rheolwr Prosiect Morlais	Yn gyfrifol am: n/a	Ystod Cyflog: £16,000 - £18,000
Diben y Swydd: Darparu gwasanaethau gweinyddol a chlerigol i swyddogion tim ac aelodau'r bwrdd Morlais.		
Cyfrifoldebau	Sgiliau/Profiad	
Dyletswyddau: Darparu gwasanaethau gweinyddol a chlerigol mewn modd effeithiol ac effeithlon er mwyn sicrhau y bydd gweithrediadau yn cael eu cynnal mewn ffordd effeithiol ac effeithlon. Tasgau yn cynnwys: <ul style="list-style-type: none"> Teipio gohebiaeth, adroddiadau a dogfennau eraill, gan gynnwys dogfenaeth gyfrinachol; Cynnal a chadw ffeiliau swyddfa a chofrestrau; Agor a dosbarthu post ; Cymryd cofnodion mewn cyfarfodydd, a'u dosbarthu; Cydlynu offer swyddfa; Cynorthwyo gyda ymchwilio a pharatoi polisiâu a gweithdrefnau; Trefnu cyfarfodydd Bwrdd - mynychu'r cyfarfodydd, paratoi agenda a phecynnau, paratoi cofnodion a'u chyflwyno ar gyfer eu dilysu; Paratoi gohebiaeth ar gyfer aelodau'r Bwrdd; Cyfarch a chynorthwyo ymwelwyr; Ateb galwadau ffôn, cyfeirio galwadau ac ymateb i ymholiadau; A pherfformio unrhyw dasgau cysylltiedig eraill sy'n ofynnol. 	Hanfodol: <ul style="list-style-type: none"> Ymwybyddiaeth o weinyddiaeth swyddfa a gweithdrefnau cadw cofnodion; Y gallu i gynnal lefel uchel o sylw i fanylion, cywirdeb a chyfrinachedd; Sgiliau rhyngpersonol da, a sgiliau adeiladu tîm; Sgiliau cyfathrebu llafar, gwrando ac ysgrifenedig effeithiol; Sgiliau cyfrifiadurol, gan gynnwys rhaglenni taenlen a phrosesu geiriau; Sgiliau rheoli amser a threfnu effeithiol. Dymunol: <ul style="list-style-type: none"> Siarad ac ysgrifennu Cymraeg Lefel 3 (Canolradd). 	
	Cymwysterau	
	Hanfodol: <ul style="list-style-type: none"> Addysg dda hyd at lefel TGAU (A-C) neu gymwyster gyfwerth neu y gallu i arddangos sgiliau a gallu cyfwerth. 	Dymunol: <ul style="list-style-type: none">
Nodweddion	Arall	
Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon. <ul style="list-style-type: none"> Atebol; Trefnus; Sylw i fanylion; Ystyriol; Ymroddedig; 	Parodrwydd i ddatblygu eich gyrfa drwy hyfforddiant a chymwysterau pellach	le
	Parodrwydd i deithio	le
	Trwydded yrru DU lawn a/neu fynediad at eich car eich hun/cludiant	le



Job Title: Morlais Administrative Officer	Location: Llangefni	Salary Band: Administration and Technical
Reports To: Morlais Project Manager	Responsible for: N/A	Salary Range: £16,000 - £18,000
Purpose of the Role: Responsible for providing administrative and clerical support services to the Morlais team and board members.		
Responsibilities	Skills / Experience	
Duties: Providing administrative and clerical support services in an effective and efficient manner to ensure that municipal operations are maintained in an effective and efficient manner. Tasks include: <ul style="list-style-type: none"> • Typing of correspondence, reports and other documents, including confidential documentation; • Maintaining office filing systems and registers; • Open and distribute the mail; • Taking and distributing minutes of meetings; • Coordinate office equipment and repairs; • Assist with the research and preparation of motions, policies and procedures; • Schedule Board meetings – attend board meetings, prepare agenda and packages, record minutes and submit minutes for approval; • Prepare correspondence for Board Members; • Greet and assist visitors; • Answer phone calls, direct calls, and respond to inquiries; • And perform any other related duties as required. 	Essential: <ul style="list-style-type: none"> • Knowledge of office administration and book keeping procedures; • Ability to maintain a high level of attention to detail, accuracy and confidentiality; • Excellent interpersonal and team building skills; • Effective verbal, listening and written communication skills; • Computer skills, including spreadsheet and word processing programs; • Time management and organisational skills. Desirable: <ul style="list-style-type: none"> • Level 3 Welsh Speaking and Writing (Intermediate). 	
	Qualifications	
	Essential: <ul style="list-style-type: none"> • Must have a good standard of education to at least GCSE A-C Level or equivalent or be able to demonstrate equivalent skills and abilities. 	Desirable: <ul style="list-style-type: none"> •
Characteristics	Other	
These describe the characteristics we expect in an individual in this role. <ul style="list-style-type: none"> • Accountable; • Organised; • Attention to detail; • Discreet; • Committed. 	A willingness to progress career through further training and qualifications	Yes
	A willingness to travel	Yes
	A full UK Driving License and/or access to own car/transport	Yes

