




<b>Job Title:</b> Administrative Officer	<b>Location:</b> Llangefni	  
<b>Accountable to :</b> Energy Office Manager	<b>Responsible for:</b> No staff	<b>Salary Band:</b> £25,704 - £29,988
<b>Purpose of the post:</b> To provide administrative support to the energy team at Menter Môn. Tasks include organising meetings, taking minutes, manage stakeholder communication logs, ensure accurate stakeholder communications and support to ensure compliance with company procedures.		
<b>Responsibilities:</b> <p>Project execution: Assist in establishing and maintaining the administration of the Company's projects that are included in the Energy portfolio including tidal, hydrogen and solar energy projects.</p> <p>This means ensuring that projects comply with company's procedures whilst also supporting the Office Manager in the monitoring and updating of the procedures as required.</p> <p>Compiling and maintaining data files, monitoring outputs, and supporting the maintenance of formal document system.</p> <p>Work closely with management and Directors to support the delivery of projects in line with the strategic aims of the Energy portfolio as well as support on the collecting of data relating to the projects.</p> <p>Ensure stakeholder communication logs are maintained and ensure timely and accurate communications with stakeholders.</p> <p>Typing correspondence, reports, and confidential documents; maintaining digital filing systems; managing office records and registers.</p> <p>Organizing and coordinating meetings or events, preparing agendas and meeting packs, taking and distributing minutes, and ensuring follow-up on action items.</p>	<b>Skills / Experience</b> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Have strong organizational, grammar and communication skills in Welsh and English</li> <li>• Experience of working in a busy office environment</li> <li>• Experience in taking minutes in meetings including at Board level</li> <li>• The ability to produce accurate and high-quality work</li> <li>• Ability to work and compile data and reports</li> <li>• The ability to make effective and efficient decisions</li> <li>• Ability to prioritize and manage tasks</li> <li>• Competent in Microsoft Office applications, as well as social Mmedia.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working within both Public and Private sector environments.</li> <li>• Experience in maintaining company Formal Document Systems</li> </ul> <p><b>Qualifications</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Educated to NVQ Level 3 or substantial experience relevant to the role.</li> </ul> <p><b>Desirable:</b></p>	

Representing the Company and proactively promoting Menter Môn's work, objectives and values.

Provide other project administration duties as required to support the delivery of the energy projects.

<ul style="list-style-type: none"><li>Educated to degree level.</li></ul>
<b>Other</b>
<b>Essential:</b> <ul style="list-style-type: none"><li>A full UK driving licence and the ability to travel as required</li><li>Effective communication skills in Welsh and English, equivalent to Level 3 on the Language Skills Guidelines, along with a willingness to develop Welsh language skills to an advanced level.</li><li>Willingness to work outside normal working hours occasionally.</li></ul>
<b>Personal attributes:</b>
<b>Essential:</b> <ul style="list-style-type: none"><li>Good interpersonal skills</li><li>Pleasant</li><li>Professional</li><li>Responsible</li><li>Answerable</li><li>Organized</li><li>Flexible</li><li>Enthusiastic and motivated</li></ul>