

**External Advert**  
**Student Services & Communities**  
**Schools Liaison Administrative Assistant - Greenock Campus**  
**Temporary post for 1 year**  
**Full Time - 35hrs**  
**Grade 3: £19,552 – 21,775 per annum**  
**Ref: WCSR0000283**

The successful candidate will provide an effective general administration service to support the operational activities of the directorate.

Candidates should have a relevant qualification at SCQF Level 6. IT and/or Administration qualifications would be desirable. Recent administration experience is essential, as is competence in MS Office applications and demonstrable skills in customer service, communication, organisation, and time management.

The directorate participates in various events that may require working outwith normal college hours, so flexibility and reliability are essential attributes for this post.

Any offer of employment will be subject to receiving a satisfactory Scheme Record through the Protection of Vulnerable Groups Scheme.

To apply for the post, please visit the web site and apply online. If you need assistance you can contact us by phoning 01475 553024 or emailing [recruitment@wcs.ac.uk](mailto:recruitment@wcs.ac.uk)

[To view vacancies please click here](#)

**Closing date: Thursday, 15<sup>th</sup> March 2018**

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INVESTOR IN PEOPLE

