



Quality Unit Administrator
£10596 per annum (actual salary)
22.2 hours per week
Temporary until 31 October 2019

Bolton College is looking for a highly organised, self-motivated individual to join our Quality Team as Administrator.

You will provide a wide and interesting variety of essential administrative services to support the Quality Unit's Manager and Director with quality improvement processes across college, in liaison with all curriculum areas.

Experience of working in a busy office environment, providing excellent customer service with a professional approach to dealing with enquiries in person and via telephone/email is essential. Candidates must also have excellent IT skills and data presentation skills (preferably with a knowledge of Excel and Access databases), good attention to detail, good English and maths accuracy, the ability to use initiative and to prioritise own workload.

Flexible working across 3 to 5 days is possible, by agreement.

An application pack can be obtained by download from our website by accessing (www.boltoncollege.ac.uk), by email request to: personnel@boltoncc.ac.uk or by telephoning 01204 482 106.

Closing date: 10th April 2019
Interview date: 1st and 2nd May 2019
Job ref: 060-19