

Would like to join our inspirational,
innovative and respected team?



**Bedfordshire & Hertfordshire Local Medical Committee Ltd is looking
for an
Office & IT Administrator
(Maternity cover 12-14 months)**

We are seeking a part time Office & IT Administrator – 4 days a week, office based with some evening work and home working

- Annual salary in the range of £16,000 - £18,000 pro rata
- 25 days annual leave pro rata plus workplace pension scheme
- The post is based in Stevenage, however will require travelling as necessary throughout Bedfordshire, Luton and Hertfordshire and elsewhere in the country as required and some home working

The priorities for this new function will include:

- Assisting in the management of the LMC's training & education programme
- Overseeing the development of the LMC's website & Job board
- Providing IT support & trouble-shooting to office staff
- Providing IT support around video conferencing & understanding functionality
- Overseeing the ongoing maintenance of a new database CRM system
- Providing general office duties

The successful candidate will:

- Have advanced knowledge of Microsoft Office & 365 Cloud
- Have advanced knowledge of videoing conferencing platforms Webex, Teams, Zoom
- Have experience of an administrative role
- Be highly adaptable to manage multiple projects and work well under pressure

**Full job description and personal spec is available from : lmcadmin@bhlmc.co.uk or at
www.bedshertslmcs.org.uk**

Application must be received by Friday 4th September 2020, 5pm.