

# Administrator/Receptionist

- Location: SAMS site, Dunbeg, near Oban
- Hours of work: Full time – 37 hours per week
- Salary range: £24,454.04 - £25,138.00 per annum
- Contract type: Open-ended

## Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilise each person's talents and strengths.

## Job Description

Your main responsibilities will be:

- **Providing a Reception Service (10%)**
  - Managing Reception as part of a team: covering for colleagues during breaks and periods of leave.
  - Dealing with callers in person, by phone and by email.
  - An information point of contact for people on site.
  - Dealing with incoming and outgoing mail.

- Use of our staff/visitor access card system, keep abreast of updates to system which may require implementing and provide guidance to other receptionists.
- Awareness of visitors on site and appropriate points of contact.
- Following procedures for alarms and emergency situations.
- Monitoring Reception mailbox and responding to email requests in a timely manner.

- **General Administration Service (10%)**

- Administering travel insurance system.
- Maintaining a list of local accommodation to rent.
- Contribute to compilation of weekly diary as required.
- Email weekly security rota to local police as required
- Log and store student assessments.
- Maintaining records on SAMS intranet.
- Act as occasional committee secretary, taking minutes if required.

- **Specific additional responsibilities (Support a number of areas of Professional Services) (65%)**

- Organise desk allocations, ensuring furniture is appropriate.
- Manage the annual Display Screen Equipment (DSE) survey; analyse responses and ensure that identified needs are met.

- Support SHE Advisor with collection of annual Net Zero data.
- Support Company Secretary administration of Tenant Services.
- Support Company Secretary with compilation of Data Asset register
- Support Company Secretary with administration of summer accommodation.
- Support Head of HR with Equality Diversity & Inclusion (EDI) - related administrative support.

- **Occasional responsibilities (15%)**

- Supporting Directorate PA with Trustee and external VIP visits.
- Assist with occasional SAMS-wide events as required.
- Provide administrative assistance with other tasks as required: including collation of papers for meetings; utilisation of 'Admin Control' system; and minute taking.

## Requirements and Qualifications

- Previous administration experience and customer service skills are essential.
- Good working knowledge of Microsoft Office and ability to learn new computer systems are also important.

- It is necessary to be able to communicate effectively with external callers, visitors and tenants as well as internal staff and students of many different nationalities.
- The post requires good organisational skills and attention to detail, ability to prioritise a range of tasks and working flexibly as part of a team.
- Reception – able to work alone.
- Specific admin tasks – able to manage own tasks/workload on a day-to-day basis, seeking guidance for more complex queries.
- Able to keep calm and provide flexibility when this may be required to assist others, help with SAMS-wide administrative activities.
- For specific administrative tasks, there will be a need for diplomacy and assertive decision-making.
- Experience of taking minutes is desirable but not essential – may be required for occasional support to SAMS committees.

# How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 23rd February 2026.

Interviews will be held shortly after the closing date.

(Job Ref No: D24/25.AM)

(Scottish Association for Marine Science)

(SAMS, Dunbeg, Oban, Argyll, PA37 1QA)

(01631 559000)

(recruitment@sams.ac.uk)

([Vacancies — Scottish Association for Marine Science, Oban UK](#))

Attention: (SAMS HR team)