

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)

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

Attention: (SAMS HR team)