

Part Time ADMINISTRATOR 20 Hours  
Scottish Amateur Rowing Association

**Scottish Amateur Rowing Association (SARA)** is the National Governing Body for Rowing in Scotland.

**SARA** is looking to appoint an experienced Administrator to provide support service for our office.

This is a unique opportunity for a motivated individual to set up the administrative function at The National Rowing Academy, Strathclyde Park, Motherwell in North Lanarkshire. The position is 20 hours a week, however the hours can be agreed to suit the successful candidate

The person appointed should have:

- Excellent IT skills
- An HND in Business Administration / Business Studies or equivalent experience
- Experience of setting up an administrative function is desirable
- Experience of working in a small office both independently and as part of a team
- Excellent Communication and Customer Service Skills
- Excellent organisational skills
- Working knowledge of SAGE desirable

Part Time Permanent position – circa £16,000 per annum (pro rata)

Closing date: Friday 26<sup>nd</sup> November, 2004  
Interviews early December

Application forms can be obtained from our website at  
<http://www.scottish-rowing.org.uk/news.html>

**Neil Kilgour**  
**Sportscotland**  
**South Gyle**  
**Edinburgh EH12 9DQ**  
**E: neil.kilgour@sportscotland.org.uk**