



# **FLEXIBLE WORKING SOLUTIONS LIMITED**

## **Job Role - Administrative Coordinator**

Approximately 8-10 hours per week, working mainly from home on a flexible basis  
Fixed salary - 10,000-13,000 p.a. commensurate with experience

### **Summary**

FWS Ltd is a dynamic Guernsey-based services company which works primarily within the local finance and third sectors for industry associations and charities. The business is small and embraces flexible and remote working. There is no central office and we fully utilise modern technological innovations to enable our staff to have the best working conditions and to offer services to clients at optimum value.

We provide secretarial, administration, bookkeeping, event organisation, marketing, web design/management and technical services. We are looking for another person to join our friendly team to continue delivering a high level of service and flexibility, as well as supporting the expansion plans that we have. The role brings a great deal of variety so the ideal candidate will be able to adapt quickly to different systems and applications in order to deliver a holistic service to clients as well as demonstrating great interpersonal skills.

This role will suit someone who has solid experience in administration, who wishes to work predominantly from home, maintain a work/life balance and enjoy what they do. A drive to deliver the highest quality service to our clients is essential, as well as a positive attitude. A high degree of accuracy and attention to detail is imperative. Some event attendance will also be required.

### **Duties**

These are varied and not limited to the following, but are based around these themes:

- Regular correspondence, mostly via email with clients and event attendees
- Attendance at some daytime events
- Assistance with organisation of events including pre and post event
- Web design and administration work
- Basic bookkeeping and accounting administration
- Raising invoices, bookkeeping receipts and expenses
- Assisting with the coordination and organisation of Committee meetings and member general meetings, including the electronic and sometimes manual co-ordination of board packs
- Minute taking on occasion
- Supervision of email accounts
- Creation of marketing bulletins and newsletters with member focussed material
- Advertising and design work on Canva or similar

### **Skills**

The skills that we use most are IT based and are usually found where someone has a solid background in administration and office work including in areas such as marketing/event management. On the job training will be given to familiarise and grow competencies.

The skills we need are as follows:

- Excellent interpersonal skills
- High level of confidence in using IT

- Good working knowledge of Word, Excel, Powerpoint and any accounting software
- Knowledge of G Suite (Google Apps for Business) would be helpful but not essential
- Knowledge of content management for websites and bulk email would be helpful but not essential
- Knowledge of Eventbrite for event organisation would be beneficial
- Knowledge of creative applications such as Canva, Illustrator etc. would be helpful but not essential
- Knowledge of social media and business media platforms (Facebook, Twitter, LinkedIn) would be helpful but not essential

### **Attributes**

Working from home is a discipline and is not for everyone, it requires an attitude of self sufficiency and is not the easier option. FWS Ltd requires a very competent level of IT skill, confidence in ability, an acceptance to continue learning and an ability to work in a collaborative way.

Key attributes are as follows:

- High level of accuracy in written work
- Strong analytical skills
- Timely delivery of work and an ability to adhere to (pre-agreed) deadlines
- Willingness and enthusiasm to learn new skills and systems
- An ability to prioritise work, organise workload and time keep
- Good interpersonal skills for co-working and also with clients, this includes confidence and professional telephone and face to face style
- For occasional attendance at events a smart, business-like appearance and professional approach is required
- A good work ethic and self discipline are essential to be able to successfully work from home and to interact remotely with your co-workers
- An ability to work independently but within a team is important as you will not be in a shared office - meetings, whilst regular are not always frequent
- Acceptance that frequent communication is required, but can be undertaken by phone, email and video-conference

### **Hours of work**

This role offers flexible working from home, mostly in the mornings/early afternoons. Initially there will be in person training required, mornings only. You will be expected to record your time using our time management application. Daytime hours will be required, and it is not anticipated that this will be a weekend position, or secondary to another professional busy daytime post. Whilst we are able to offer a reduced workload during school holidays, we are looking for someone who is able to learn about the business and provide some holiday cover for other staff members at pre agreed peak holiday times. Subject to further discussion with a successful candidate, unpaid holiday allowance of approximately 4 weeks would be acceptable.

---

If you are interested in this position, please email Ellie Lawrence, Managing Director, [ellie@fws.gg](mailto:ellie@fws.gg) with a copy of your C.V. You may also like to include a brief outline of your current circumstances and any other information about yourself, not included in your C.V.

***We look forward to hearing from you!***

e: [ellie@fws.gg](mailto:ellie@fws.gg) | m: 07781 423842 | w: [www.fws.gg](http://www.fws.gg)

Flexible Working Solutions Limited 49250, trading as FWS Ltd