**Administrator - Document and Content Management Section - Head Office (Ref: 867)**

**Deadline:** Noon on 10 May 2024.

**Salary: £26,675 pa rising to £31,483 pa** after 4 years' service.

**Location:** Head Office, Salford Quays, M50 3XZ

The Union of Shop, Distributive and Allied Workers is one of the UK's largest trade unions.

A vacancy exists for an Administrator based at the Union’s Head Office.

**What we Offer:**

* Flexitime
* 34 hours week
* Defined contribution pension.
* Generous holiday entitlement – 24 days rising to 32 days plus bank and customary holidays (pro-rata to commencing month in holiday year and number of days a week worked).
* Free onsite parking, subject to availability.
* Cycle to Work Scheme (subject to passing probation and length of contract).
* Season Ticket Loan (subject to length of contract).
* Free health assessments (post probation).

**The principal duties are**: To provide an efficient document management and content production service to all departments, staff and officials within the Union.

**The successful applicant will possess**: knowledge of standard formats for letters, memos and reports; knowledge of Electronic Document Management Systems (EDMS); an understanding of the Data Protection Act and GDPR and how these relate to the information management and service provision; excellent keyboard and proofreading skills; the ability to catalogue information and search, interrogate and retrieve records in a variety of formats; IT literacy, particularly Microsoft Office packages, with the ability to acquire proficiency in other IT packages, eg Adobe Acrobat and video production software (ECDL qualification or equivalent would be advantageous).

An application pack can be downloaded from here by clicking on the ‘apply’ button. Alternatively, please e-mail [jobvacancies@usdaw.org.uk](mailto:jobvacancies@usdaw.org.uk) or telephone the HR Section on 0161 413 0904, quoting **Ref: 867.**

The closing date is **noon on Friday, 10 May 2024.**

Interviews are expected to take place on **Tuesday, 21 May 2024.**

**CVs are not accepted. No agencies please.**

Usdaw is an Equal Opportunities Employer**.**