

**ADMINISTRATIVE SUPPORT – HUMAN RESOURCES**  
**£27,899 per annum, pro rata**

**Temporary for 6 - 9 months**  
**Part-Time, 0.5FTE**

We are looking for a highly motivated individual to undertake administrative support duties as part of the Human Resources team.

Your duties will include recording and processing documents regarding staff changes; maintaining accurate employee records using relevant systems and assisting with the co-ordination and administration of HR processes, including project activities.

You will have experience of working in an administration environment in addition to demonstrable organisational skills. With a high standard of IT skills including Microsoft Word and Excel you will also have excellent attention to detail.

**To apply please download the job details and Staff Application Form from our website.**

This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807654/7690 or by e-mailing [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).

Completed application forms can be emailed to [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk) and should be returned by **Tuesday 1<sup>st</sup> October 2024**.

*The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.*