

The Institute of Translation and Interpreting

Admissions Officer

We are the only independent professional association of practising translators and interpreters in the United Kingdom. We are one of the primary sources of information on these services to government, industry, the media and the general public. We have a membership of almost 3000, not just in the United Kingdom but also in Europe and other countries where English is commonly used.

Do you like to be busy, meet people, and be involved?

You will need to be - confident, efficient, friendly, a good planner and organiser, computer literate. This is a responsible position dealing with English and foreign nationals on a daily basis. An interest in languages would be an advantage.

This is a permanent, full time role based in our office in Central Milton Keynes, although some limited travel to other UK destinations may be necessary.

The role involves:

- Attending meetings and working with the Admissions Committee.
 - Taking minutes
 - Providing relevant information from the office
- Administration of applications for membership
 - Checking completeness of applications
 - Appropriate communication of progress to applicants.
- Administration of assessments, examinations and interviews.
 - Main contact with candidates
 - Identifying appropriate assessors and moderators
 - Finalising applications with the Admissions Committee
 - Advising candidates of result and next steps in procedure.
 - Identifying suitable examination papers
 - Organising applicant interviews

Your background must include significant experience in administration, high quality written English, and preferably some experience of working with an academic institution or professional association.

To be considered for this role you will need to display:

- Good planning and organisation skills
- Friendly personality with a confident telephone manner
- Confident when meeting new people
- Team worker
- Attention to detail
- Efficient
- Good at prioritising
- Use of Excel, Microsoft Outlook and Word
- Sense of humour

The closing date for this role is 30 June 2009. Please forward your CV and salary expectations to The Institute of Translation and Interpreting, Fortuna House, South Fifth Street, Milton Keynes, MK9 2EU or by email to gensec@iti.org.uk View our website - www.iti.org.uk Note, only successful candidates will be notified.