

## **Job Description**

**Job Title:** Interpreting Agency Administrator

This post will be based at the Communication Plus Offices, in Solihull, West Midlands.

We are seeking a professional but approachable administrator to work in a fast paced office environment, to coordinate a busy interpreting service. You will respond to booking requests and keep accurate records of all bookings and contracts.

The successful applicant will possess good communication skills and be able to liaise between Interpreters and Clients, understanding the needs of each and respond accordingly. You must be able to work under pressure, and use your own initiative to ensure that full service delivery is achieved at all times and at the expected standard.

Essential Skills will be:

- Full command of Computer Programs appropriate to the position
- Ability to keep clear records
- Ability to work under pressure and effectively prioritise work
- Good Communication Skills
- Confident use of British Sign Language
- Good command of the English Language

Applications are welcome from both Hearing or Deaf Applicants.

Full training of our operating systems will be given to the successful applicant, to ensure smooth transition of service delivery.