



J O B V A C A N C Y

Business Support Administrator

28 - 35 hours per week, £25,425 per annum (pro rata re 28hrs)

Permanent Contract

An exciting opportunity has arisen for an experienced Business Support Administrator to provide effective and efficient administrative functions to Age UK Sunderland's SMT. The successful candidate will support SMT with business administrative support, co-ordinate SMT activities and associated duties.

The successful candidate will be confident, be able to use their initiative appropriately with excellent organisational and communication skills and have high level administrative qualifications/experience. You must also be proficient in IT packages including word, excel and PowerPoint.

A high level of experience of effective minute taking and advanced administration is required and a sound understanding of the importance of confidentiality at all times.

This post is subject to DBS Enhanced Disclosures

To request an application pack you can email enquiries@ageuksunderland.org.uk or download one directly from our website www.ageuksunderland.org.uk. Alternatively send a large SAE for 93p to Age UK Sunderland, Bradbury Centre, Stockton Rd, Sunderland. SR2 7AQ. Tel: 0191 5141131. **CV's are not accepted for this role.**

Closing Date: Wednesday 15th October 2025
Interview Thursday 30th October 2025

*Age UK Sunderland is an Equal Opportunities Employer
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