

## **Job Vacancy:**

**Important:** To apply, please complete an application form and demonstrate how you meet the person specification. The form can be found at [www.ageukbury.org.uk](http://www.ageukbury.org.uk) or email [jobs@ageukbury.org.uk](mailto:jobs@ageukbury.org.uk) and we will send you the details.

### **Office Supervisor**

Jubilee Centre, Mosley Avenue, Bury

21 hours per week

£13,879.32 per annum (pro rata) + pension

Are you an organised, proactive individual with excellent customer service skills? Do you enjoy working in a fast-paced environment where no two days are the same?

We are looking for an **Office Supervisor** to play a key role in ensuring the smooth day-to-day running of our busy office at the Jubilee Centre. You will coordinate administrative processes, support staff and volunteers, and provide direct support to the Chief Executive Officer.

This is a varied and rewarding role where you will:

- Oversee office operations and reception cover during sickness and holidays
- Manage diaries and appointments
- Support HR and recruitment processes
- Assist with financial administration and record keeping
- Help coordinate activities and events within the Centre

We are looking for someone who:

- Has strong organisational and administrative skills
- Can manage competing priorities with confidence
- Has excellent communication and customer service skills
- Works well both independently and as part of a team
- Is committed to supporting older people and the values of a charity

In return, we offer:

- 20 days annual leave (pro rata) + bank holidays
- Pension contribution
- 3 days paid volunteering leave
- A supportive and friendly working environment

Some evening and weekend work may be required.

**Closing Date:** 27.05.26

We are committed to equality, diversity and inclusion and welcome applications from all sections of the community.