



Project Admin and Receptionist Pembrokeshire

You will be working from the Haverfordwest Office

Salary Band AS1 £22,932 (£13,759.20 actual)

Hours: 21hrs per week

We are seeking a self-motivated, enthusiastic, and hard-working Admin Support Officer and Receptionist to join our dedicated team.

As a key member of our organisation, you will provide administrative support to the HSG Information and Advice team as required, including photocopying, scanning and disposal of confidential documents. You will also undertake telephone and reception duties.

Please email: recruitment@agecymrudyfed.org.uk for more information.

Closing date: There is no formal closing date. Applications will be reviewed as received until the position is filled. If you are interested, please therefore apply as soon as possible.

Interviews: To be confirmed – via Microsoft Teams

This is fixed term contract funded initially until 30TH September 2028 and subject to review and funding thereafter.



As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy