



J O B V A C A N C Y

Essence Service Administration Assistant

**2 Year Fixed Term Contract
(with the possibility of an extension)**

30 hours per week, £19,047.60 per annum

We require an experienced Administration Assistant to work as part of a team providing a high quality and effective reception and administrative support within the Essence Service, promoting excellent customer service and effective working relationships.

A good standard of education and sound understanding of data protection and GDPR is required with a willingness to undergo further training and development. The successful candidate must be self-motivated and the ability to work without constant supervision and as part of a team. The successful candidate will also have an understanding and empathy of the needs and aspirations of older people. Experience of supporting people living with dementia and their carers is desirable.

This post is subject to DBS Enhanced Disclosure.

To request an application pack you can email enquiries@ageuksunderland.org.uk or download one directly from our website <https://www.ageuk.org.uk/sunderland/get-involved/vacancies/> . 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: Monday 5th June 2025
Interview date: Monday 16th June 2025

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