



J O B V A C A N C Y

General Office Administration Assistant

1-year Fixed Term Contract

20 hours per week, Monday to Friday (1.00 pm - 5.00 pm)
(working pattern may change/flexible approach to work required to meet
business need)

£16,216 pro rata per annum

We require an experienced General Office Administration Assistant to work as part of a team providing a high quality and effective reception and administrative support service within the General Office, 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.

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 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: Thursday 9th December 2021 at 9.00 am

Interview date: Thursday 16th December 2021

Age UK Sunderland is an Equal Opportunities Employer. Reg. Charity No. 1086995. Reg. Co. No. 4199449



Reg. No. 88Q10781