



General Office Administration Assistant

**£12.21 per hour
1 Year Fixed Term**

12.5 hours per week, Monday to Friday (12:00 – 14:30)

An exciting opportunity has developed for an experienced General Office Administration Assistant within our Front Office. The role will provide high quality and effective reception and administrative support, promoting excellent customer service and effective working relationships.

A good standard of education and sound understanding of data protection/GDPR and safeguarding 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. All applicants must 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 12th June 2025 at 9:00am
Interview Date: Friday 27th June 2025 PM**

*Age UK Sunderland is an Equal Opportunities Employer
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