

## JOB VACANCY HERE AT MCSC

Are you a good administrator? A good communicator? Do you enjoy meeting people?

Then we would like to meet you.

Maidstone Community Support Centre provides affordable office and meeting space, and a range of innovative services for charities and voluntary groups in the heart of Maidstone.

We are seeking an adaptable person with wide ranging skills for the post of a part time Administrator based at reception, to support our busy existing team. The role of the Administrator post will cover Monday to Friday, 1pm to 5.30pm, totalling 22.5 hours per week. You will have a range of proven administrative and computer skills. Experience of working within a reception environment would be desirable but not essential. Importantly, the role requires a confident team player with the ability to use their own initiative.

In return we offer a competitive salary of £16,575 per annum pro rata (based on a 37.5 hr week of which you will work 22.5 hrs)  
25 days annual leave pro rata plus bank holidays  
Workplace pension after 3 month probation period  
Onsite parking maybe available  
Training and development opportunities

For a full job description and application pack please contact [matt@mcsc.org.uk](mailto:matt@mcsc.org.uk) or download it from our website [www.mcsc.org.uk](http://www.mcsc.org.uk)

If you would like an informal chat regarding the post, please contact Matt Wright on 01622 690369

Closing date: On going until the successful applicant is in post.

Interviews : On going until the successful applicant is in post.

Start Date : Immediate

We do not accept CVs or enquiries from agencies. Previous applicants need not apply