

## JOB VACANCY HERE AT MCSC

Are you a great 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.

The role is subject to a DBS check

- You will have a range of proven administrative and computer skills.
- A working knowledge and proven experience of SAGE 50 accounts is essential.
- Experience of working within a busy reception environment would be desirable but not essential.
- The role requires a confident team player with the ability to use their own initiative and to be able to multi-task

In return we offer:

- a competitive salary of £19,500 per annum pro rata (based on a 37.5 hr week) of which you will work 22.5 hrs = £11,700
- 25 days annual leave pro rata plus bank holidays
- Workplace pension after a 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 : As Soon As Possible

We do not accept CVs or enquiries from agencies.