

Part-time Administrator post

No enquiries from agencies

We are seeking an experienced administrator with wide ranging skills who can multi task in supporting our busy Centre Management Team.

As an experienced Administrator working Monday to Friday during the hours of 1pm to 5.30pm

- You will have a minimum of 3 years proven use of MS office Package and administration work experience.
- Ability to work under pressure and prioritise your workload using your own initiative within a busy reception environment.
- An interest in finance and the desire to be trained on SAGE 50 accounts is essential.
- The role is subject to a DBS check and references.

In return we offer:

- A competitive salary c £ 9 per hour. Working 22.5 hrs per week.
- 25 days annual leave plus bank holidays.
- Workplace pension after a 3 month probation period.
- Onsite parking maybe available.
- Training and development opportunities.

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.

For a full job description and application pack please apply via Indeed.co.uk, download it from our website www.mcsc.org.uk or contact matt@mcsc.org.uk.

If you would like to chat informally 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.