



Rushcliffe Community & Voluntary Service

Business Support Administrator

15 hours per week £6,882 (actual salary)

We are looking for an enthusiastic and highly motivated administrator with excellent communication, organisational and word processing skills. Working in a busy office you will undertake a range of financial, administrative and general clerical duties. The person appointed will have previous administrative experience and have a high level of computer literacy, including working knowledge of Microsoft Office packages.

Duties will include the provision of financial and administrative support, database maintenance and reception cover

You must be able to work on your own initiative and have excellent word processing skills

Closing date for applications is 12 noon, Friday 7th June 2019

Interviews will be held on Monday 17th June 2019

Application packs are available from: Rushcliffe Community & Voluntary Service, Cotgrave Hub, Rivermead, Cotgrave, Nottingham. NG12 3UQ

Tel. 0115 969 9060 or email: admin@rushcliffecvs.org.uk

Rushcliffe Community and Voluntary Service is a Registered Charity (no. 1079880) and a Company Limited by Guarantee (no. 3867757)

Rushcliffe Community and Voluntary Service is committed to Equal Opportunities

