



Registered charity no. 1161080

VACANCY for an Administrative Assistant

This much-loved charity providing valuable community car and befriending services in the East Northamptonshire area is looking for an

Administrative Assistant.

This is an interesting and varied position, working with a dedicated team of staff and volunteers and alongside the Trustees. The role requires good general office skills and the confidence to work on your own initiative

Support is available to learn the specifics and a job description and person specification is available on our website. **The general skills and attitude you bring is of greatest importance to us.**

Benefits include flexible hours (8 – 15 per week), which can be term time only if needed. The hourly rate is £10.72. There is a work place pension and 5 weeks holiday. Our offices are in Oundle but hybrid working can be offered. This is a fixed term, one year contract.

In the first instance, please call (01832 275433) or email the office to find out if this position is still vacant, as we are not setting a closing date.

Applications by email, to admin@volunteeractionoundle.org.uk. Please apply in writing and include a CV. Full details are on our website www.volunteeractionoundle.org.uk/jobs