

**Office Administrative Assistant**

**Hours:**  14 hours per week, over 2 days

**Salary:** £17,681 to £18,672

**Contract:** Permanent

**Closing date:** 12pm, Monday 28 October 2019

**Interview date:** W/c 4 November 2019

The role is to provide office administrative support services to Carers Leeds, a major charity in Leeds which provides support for unpaid carers in the city. The role is front of house, supporting our customer service and our office administration.

This includes:

* Reception cover
* Meeting and greeting visitors
* Coordinating meetings and events
* Training and supporting reception volunteers
* Dealing with office processes – mail, equipment, stationary
* Leading on the administration of specific projects

Excellent terms and conditions including:

* 25 days holiday pro rata
* DC Pension Scheme
* Great working environment

For an application pack please visit <http://www.carersleeds.org.uk/vacancies>

To apply please submit:

* A completed application form (No Agencies, CVs will not be accepted)
* A completed Equal Opportunities monitoring form, which is anonymous and will be separated from your application form upon receipt

Please email complete applications to: jobs@carersleeds.org.uk. Or post to: Carers Leeds, 6-8 The Headrow, Leeds, LS1 6PT
An enhanced DBS check will be required.

Carers Leeds celebrates diversity and is a LGBT friendly organisation. We welcome applications from all sections of the community. Application forms only, no CVs

Carers Leeds is a Limited Company Registered No. 3242065
Registered Charity No. 1058706