



Carers Support Centre
Bristol & South Gloucestershire

Three out of five people will become carers at some point in their lives.

Carers Support Centre (CSC) Bristol and South Gloucestershire provides a wide range of information, advice and support services for unpaid carers of all ages.

Administrative Assistant

37.5 hours per week (covering Mon-Fri 9am-5pm)

Salary Range £16,123 - £17,213 pa

An opportunity has come up to be part of a dynamic and creative team that makes life better for unpaid Carers in Bristol and South Gloucestershire

You will support the work of the Resources Officer and wider staff team by providing administrative support for a range of functions whilst covering reception too.

We are looking for a dynamic and motivated individual with at least one years' experience of working in an administrative role, including developing and maintaining office systems.

Excellent organisational and administrative skills are an essential requirement. In addition, you will have proficient IT skills (we use Office 365) and be an effective communicator, both written and verbal.

If the above sounds like you and you have a 'can do' attitude, with the ability to; work on your own initiative and manage your time effectively in order to meet deadlines, we would like to hear from you.

If you are ready to join our dynamic and creative team here at CSC, to help carers get more out of life, please call Ali on 0117 939 2562 for further information.

To download the job description and application form, please visit our website at <http://www.carerssupportcentre.org.uk/vacancies> (preferred option please).

If you do not have access to the internet please call our 24-hour answer phone service on 0117 9589973 or email: recruitment@carerssupportcentre.org.uk

Closing date: Friday 5th November @ 10am

Interview date: To be confirmed

Registered Charity Number: 1063226

We are an Equal Opportunities employer and our workplace is free of barriers and fully accessible for people with disabilities. We are committed to safeguarding children, young people and vulnerable adults; from recruitment of staff through to supporting our team working with families and carers in crisis

