



Office Administrator

£22,070 (pro rata)

20 HOURS/WEEK - BASED IN SHREWSBURY

We are a local charity for local people and our mission is to work with and for older people to improve the quality of later life. An exciting opportunity has arisen in our Reception/Admin team and we are looking for a caring, self-motivated individual to help us achieve our vision that Shropshire, Telford & Wrekin is a county where older people flourish.

The post is based at our headquarters in Bellstone which is a busy public office where older people, their families and carers visit or telephone for information and advice. An ability to communicate well with older people, volunteers and professional colleagues is essential to this role.

The successful candidate will be responsible for carrying out telephone and reception duties, answering enquiries, signposting, plus administrative support which will require skills in the use of Microsoft packages (particularly Word, Outlook and Windows 10). A knowledge and understanding of the local Voluntary Sector would be beneficial.

For further information on this position please contact Louise Bennett 01743 233 123

Closing date: 5th August 2024

Interviews: 14th August 2024

**For an application pack contact
Age UK Shropshire Telford & Wrekin,
Bellstone, Shrewsbury, Shropshire SY1 1HX
(please note we do not accept CVs)**

Tel: 01743 233123 email: enquiries@ageukstw.org.uk

*A Charitable Company Limited by Guarantee
Registered Charity No. 1090445 – Company No. 04292896*

The successful applicant will be required to complete a satisfactory Right to Work check followed by disclosure of any criminal convictions and/or cautions not spent or protected (as appropriate to the post) in accordance with the Rehabilitation of Offenders Act 1974 and subsequent legislation.

We are an Equal Opportunities Employer and welcome applications from minority groups who are currently underrepresented in our workforce.