

An exciting opportunity has arisen for a full-time Administrator/Receptionist to join a multi service charity based in Coventry. In return, we offer a competitive salary of £16,135 p.a. and a contributory pension scheme.

#### What We Do:

The charity has a fully trained staff team providing Supported Accommodation and Floating Support to victims of domestic violence and abuse and teenage parents. There is also a Children's Nursery that provides full day care for pre-school children, together with a Youth Service and a Community Wellbeing Service.

The Administrator/Receptionist will work as part of the resources team providing a dedicated reception service for all visitors to Valley House. They will also provide general administrative support on an organisational basis and act as a lead for a specific area of work (policy review, basic IT training for staff, resolving general IT queries).

The successful candidate will have:

- Business and Admin qualification level 2 or equivalent or willingness to work towards this
- Experience of reception work
- General administrative experience – setting up systems, record keeping
- Ability to train staff in basic IT and to resolve general IT queries

This post requires a satisfactory DBS check.

The hours of work are 40 hours per week Monday to Friday.

The closing date is 12 noon on Friday, 19<sup>th</sup> January 2018 and interviews will be held week commencing 29<sup>th</sup> January 2018

Please apply online to be considered for the Administrator/Receptionist role. Previous applicants need not apply.