

Action *with* Communities in Rural Kent

Administrative Support

We are looking for a dynamic reliable person, who is available immediately, with a can-do attitude to support our various projects. Working on an initial fixed term contract for 6 months for 21 hours per week, hours to be negotiated around the needs of the organisation.

Based in a rural area and under the daily guidance of the Project Co-ordinator, you will support the team with a range of tasks including data-entry, mail-outs, minute taking, filing and general administrative support.

You must be proficient in the Microsoft office suite of programs, have a full driving licence and have unrestricted access to a car. Due to the nature of some of the support required, this post is subject to an enhanced CRB check.

Salary offered on the NJC point 10, £13,874 pro-rata.

If you are available immediately, can fulfill the job requirements and are keen to work for a local charity, then please apply for an application pack.

Email info@ruralkent.org.uk or call Miranda Hayes on 01303 813790 for more information.