



## **Administration Officer**

**Salary: £22,000**

We are a thriving charity based in Futures House, North Luton and delighted to be recruiting for the post of Administration Officer.

The ideal applicant will be required to provide support to the main office and reception, delivering a high-quality and pro-active administration service.

Excellent administration skills are required to provide efficient administrative support, ensuring that all allocated administrative, finance and clerical records and systems are maintained accurately and kept up to date. Accuracy and confidentiality are key requirements when dealing with all requests and maintaining records.

The ideal applicant will be required to work as part of a team and contribute towards its success, work to tight deadlines, managing and prioritising their time effectively. Plus, have excellent MS Office programs particularly Word, Excel, Outlook, and PowerPoint.

We are in the process of growth and if you would like to be a part of this exciting community organisation then contact us.