



Administrative Assistant

St. Vincent de Paul Society (Scotland)

This is a re-advertisement, previous applicants need not apply

To apply e-mail your CV and cover letter, which should include specific examples of how your skills and experiences fit the Person Specification for this role, to the Office Manager officemanager@ssvpscotland.com

If you have excellent organisational and communication skills and experience of working in a small team in a busy environment, we would love to hear from you.

You will be responsible for responding to enquiries, maintaining financial and administrative office records, and servicing the priorities of SSVP Scotland.

Applicants must have excellent organisational skills, be able to work flexibly under pressure and on your own initiative, work effectively both independently and in a team, and be committed to the values and ethos of SSVP.

Salary 20-hour per week £12,324 - £13,317

For further information about the Society and our work and to view the Job Description and Personal Specification please visit our website www.ssvpscotland.com

Closing date Sunday 29th August 2021

Interviews will be held on Thursday 23rd September 2021