

AGE UK SOUTH LAKELAND IS NOW HIRING

# ADMIN SUPPORT OFFICER



- An exciting opportunity has arisen for the post of Admin Support Officer to join our fast-paced and vibrant team.
- The role includes varied administrative support in order to assist our teams in the provision of vital services and activities.
- The varied role also includes being the first point of contact for older people to provide a range of information in order to deal effectively with their enquiries.
- This position offers fantastic scope for progression and career development within the organisation. Experience not always necessary, but a 'can do' attitude is essential!
- 35 hours per week Monday to Friday 9am - 4.30pm
- £19,048 - £20,253 - Based in Kendal Office

**Interested in joining us?**

Call 01539 728118 or Email Liz Dawes for an application pack:

[ldawes@ageuksouthlakeland.org.uk](mailto:ldawes@ageuksouthlakeland.org.uk)

Closing date Friday 27th October 2023

Interviews held Tuesday 31st October 2023

