



The Circle, 33 Rockingham Lane
Sheffield
S1 4FW

Tel: 0114 253 6703

www.citizensadvicesheffield.org.uk

Administrator - 35 hours a week

£19,000 per annum

Job Reference: SS4 03-19

We are looking to recruit an enthusiastic and experienced administrator to join our support services team and provide administrative support in our digital and phone hub.

Our ideal candidate will:

- Have excellent IT and communication skills including a proven ability to use Microsoft excel
- Be a self-starter, with the ability to work efficiently and flexibly against agreed priorities
- Enjoy working in a busy office environment, delivering services to the public

Citizens Advice Sheffield reaches over 23,000 people a year, dealing with 60,000 issues many of which relate to welfare benefit or debt problems. We deliver services from multiple locations and to a wide range of communities.

We can offer you a supportive work culture within a charity setting committed to social justice. We offer an attractive remuneration package with good terms and conditions of employment including: 35 hour working week; Pension scheme; Health Plan with integrated employee assistance programme.

For an application pack please go to www.citizensadvicesheffield.org.uk (**we do not accept CV's**), or email applications@citizensadvicesheffield.org.uk quoting job reference SS4 03-19.

The Closing date for completed applications is 9:00am, Tuesday 26th March 2019.

Interviews will be held on Wednesday 3rd April 2019.



Citizens Advice Sheffield is the operating name of Sheffield Citizens Advice and Law Centre Ltd
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