



The Circle, 33 Rockingham Lane
Sheffield
S1 4FW

Tel: 0114 253 6703

www.citizensadviceffield.org.uk

Administrator - 35 hours a week

£19,190 per annum

Job Reference: SS5 05-19

We are looking to recruit an enthusiastic and experienced administrator to join our support services team and provide IT and 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 Suite including Excel and the confidence and ability to learn other applications
- Be a self-starter, with the ability to work efficiently and flexibly against agreed priorities
- Enjoy working in a busy customer service environment, supporting delivery teams
- Have the ability to extract and analyse data to produce performance reports in an accessible form
- Have good attention to detail and the ability to produce high quality work

Citizens Advice Sheffield reaches over 21,000 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; a 4% employer's contribution to a Group Personal Pension Plan; Health Plan with integrated employee assistance program.

For an application pack please go to www.citizensadviceffield.org.uk (**we do not accept CV's**), or email applications@citizensadviceffield.org.uk quoting job reference SS5 05-19.

The Closing date for completed applications is 9:00am, Tuesday 28th May 2019.

Interviews will be held on Wednesday 5th June 2019.



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