



# Job Vacancy

## **Administrator** **24 hours per week** *(potential for reduced hours during school holidays)*

***We are looking for an experienced administrator to join our busy team!***

CommuniCare is a Christian charity offering free and confidential information, advice and support for people in Reading, irrespective of their religious beliefs.

CommuniCare is a charity built on Christian core values which are reflected in our ethos and culture.

### **Do you have the following skills?**

- A proven track record in administration.
- The ability to multi task.
- Excellent organisational skills.
- The ability to communicate with a range of people in a non-judgemental way.
- Good interpersonal skills.
- Confident telephone manner.
- The ability to work well in a team.
- The ability to use your own initiative and be self-motivated.
- Excellent IT skills and the ability to learn new systems.
- The ability to prioritise.
- The desire to support a busy team & a busy office however you can
- The ability and willingness to challenge what is not good practice.
- A good sense of humour and very adaptable.

You must also be able to support the Christian ethos statement of CommuniCare.

For further details, a full job description or for an application form, please contact  
Francesca Yates at

CommuniCare, 233 Kings Road, Reading RG1 4LS

Telephone: 0118 926 3941 or email: [Francesca.yates@communicare.org.uk](mailto:Francesca.yates@communicare.org.uk)

**Closing date: 5pm on Friday 26<sup>th</sup> October 2018**

**Interviews: 5<sup>th</sup> & 6<sup>th</sup> November 2018**