

Admin Assistant

Description

An admin assistant is required to work for a social enterprise which helps improve the employability of sectors of society who are under-represented in the national workforce in the following industries (digital media/marketing/software). The enterprise does this via a combination of:

1. Skills training programmes
2. Providing services to small businesses (business support, HR, digital media services)
3. Community digital magazine

Roles and responsibilities

- Bookkeeping – keeping tracks of money incomings and outgoings
- Payroll – processing hours worked and payment of employees
- Various HR functions (recruitment, advertising etc)
- Planning and scheduling – meetings, projects etc
- Documentation – documentation of meeting minutes, procedures and policies
- Legal compliance – ensuring the business is in compliance with relevant laws
- Inventory management
- Writing big proposals and making applications

Hours

25 hours per week

* National living/National Minimum wage (whichever the candidate)

Salary

Up to £ 17,374.50 pro. Rata *

Requirements

- Eager to learn
- Has interest in business/digital media/web development
- Good written and oral communications skills
- Attention to detail
- Good time keeping
- Relevant qualifications advantageous (Business Studies, English, ICT)

Employability support

- Help identify a career path for the successful candidate and devise a career plan
- Mentorship which consists of (periodic one-to-one sessions, sessions with partners who already work in the target job/industry)
- Help creating/improve CV and/or portfolio

How to apply

Ask your Job Centre **work coach** to refer you quoting ID: **KS37BF6351**

Send CV to the following email address:

mail+jobs@communityrevolution.co.uk

* National living/National Minimum wage (whichever the candidate)