

ADMINISTRATOR REQUIRED

Mid Deeside Community Trust is a charity based in Aboyne. We are looking for an enthusiastic administrator to support our dynamic project teams and Trustees. You would be working alongside our Office Manager and your main duties and responsibilities would be:

- Data processing and entry into a SAGE Accounting System
- Banking
- Supporting project leaders and volunteers
- Fielding enquiries from the community
- Filing and office administration
- Update website and social media

Level of Commitment: Monday to Friday, 9am to 12pm

Role Requirements:

This role would require someone who has experience of office administration and accounts. The ideal candidate will have a flexible approach with the ability to work both alone and as part of a team. Attention to detail is essential to the role.

As a charity we work closely with the community, local council and community groups. The right person must have good oral and written communication skills with strong interpersonal skills.

Delivering the charity's purposes for public benefit is at the heart of everything the charity does. Therefore, you would need to observe integrity, confidentiality and empathy at all times.

Please send a CV to Gail Amey at co-ordinator@mid-deeside.org.uk by email or pop into the office based at Aboyne & Mid Deeside Community Shed before 5th May 2022.

Mid Deeside Community Trust is a living wage employer.

CONTACT

Email: co-ordinator@mid-deeside.org.uk

Telephone: 013398 85222

Website: www.mid-deeside.org.uk