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|  ***New Life Counselling is now pleased to offer exciting opportunities within our organisation for the following roles:*** |  | cid:d83f8f02-ea6a-4e78-aca0-e3f4c8d459bf |

* **ADMINISTRATIVE ASSISTANT, HEAD OFFICE, BELFAST**

If you would like to be part of an organisation that is committed to offering a high quality counselling service, then we would like to hear from you.

**Administrative Assistant 30hrs per week (to include one late evening per week up to 8:30pm)**

**Salary £16,009.50 per annum (pro rata)**

In this role, you will work as part of the Support Services team to provide smooth and efficient operation of New Life Counselling Reception and administrative services

It is essential that applicants have:

* 5 x GCSEs at Grade A-C, including Maths & English or equivalent
* Good working knowledge of Microsoft Office packages, including Word, Excel and Outlook, demonstrated by way of examples on the application form
* 2 years’ experience in providing reception duties
* Experience in the past 2 years of working in an administrative capacity in using a database, demonstrated by way of examples on the application form

For the full essential and desirable criteria for this post, please see the Job Description.

**Closing date: 3pm, Friday 14 February 2020**

**Interview date: TBC**

New Life Counselling is an Equal Opportunities Employer.

Recruitment Records are held for 1 year as per New Life Counselling’s Data Retention Policy.

For further information on the organisation and to download an application pack please go to our website at [www.newlifecounselling.net](http://www.newlifecounselling.net) or contact:

The Monitoring Officer

NEW LIFE COUNSELLING

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**Charity No:** XR 33055