

Are you an *organised, creative, and compassionate* person?



Office Administrator Position

This is a chance for you to make a positive change in your community, to further develop your administrative skills and work with a great team who make a real difference to people's lives.

Part-time, permanent position, 18 hours per week 10:30am-3:00pm Mon/Tue/Thu/Fri

Deadline for application: 12pm Friday 12th April 2024

Starting date: May 2024 – details to be discussed at interview

Location: Revenue Chambers, St. Peter's Street, Huddersfield, HD1

Salary: £12/hour

Application Process

Contact Nicola at office@talkthru.org.uk for full application pack

