

Sacro's mission is to promote safe and cohesive communities by reducing conflict and offending

GLASGOW OFFICE

**SUPPORT SERVICES ASSISTANT (MATERNITY COVER)
FIXED TERM TO 31 AUGUST 2012**

21 hours per week

Final salary pension scheme

25 days annual leave plus 12 public holidays, pro rata based on a 35 hour week

Salary: £15,033 – £15,771 per annum (pro rata)

Based in our Glasgow office, the post holder will be required to provide a clerical and reception service in a busy office environment. We require a highly motivated person who has the skill to relate to people at all levels, who can work as part of a small team and is able to work on their own initiative.

Duties include word processing, database input, reception duties, answering the telephone, photocopying and filing. In addition to these requirements, a good understanding of Microsoft Access is desirable as there is a requirement for data extraction from in-house databases. Excellent keyboard skills and a working knowledge of Microsoft Office are also essential.

Excellent communication skills and a flexible approach are essential. Experience in dealing with the public is desirable.

Excellent working conditions offered including generous holiday entitlement.

A Standard Disclosure check is a requirement for this post.

For an application pack visit www.sacro.org.uk or e-mail: info@glasgow.sacro.org.uk
Telephone: 0141 248 1763.

Closing Date: 9am, Wednesday 1 February 2012

Interview date to be confirmed



Sacro values diversity and welcomes applications from all sections of the community