**Vacancy: Administrative Assistant**

This role will provide comprehensive, efficient and effective administrative support to the Bureau staff, including a reception service. The successful applicant should have excellent communication and numerical skills, be confident in the use of Microsoft applications and be able to work both as part of a team and using their own initiative.

**Salary Scale £13,104 to £13,438 pa**

**28 hours per week worked as follows:**

**Mon, Wed & Fri 9.30am-4.30pm**

**Tues & Thu 10am-4pm**

**Permanent**

**An additional 7 hours per week are available until September 2020, thereafter subject to continued funding**

**Up to 6% employer pension contribution**

**36 days annual leave inclusive of public holidays (calculated on a pro-rata basis)**

**Closing date: Monday 17th February 2020 at 5pm**

**Interviews: Thursday 27th February 2020**

Information and application forms are available on our website: [**www.aberdeencab.org.uk**](http://www.aberdeencab.org.uk) or by emailing **manager@aberdeencab.org.uk**

Please note that CVs will not be accepted

**Completed documents should be returned by e-mail to**

**manager@aberdeencab.org.uk**

Aberdeen Citizens Advice Bureau

 41Union Street, Aberdeen, AB11 5BN

Telephone 01224 569750

Scottish Charity No SC009674

