



Exciting opportunity to join our team in Bradford

**Administrative Assistant/Receptionist, Bradford
20 hours a week**

£12,921 - £13,826 (salary quoted is for 37 hours per week)

You will be the main administrative support for the Emergency Planning team, typing plans and updating records. You will also support the full-time receptionist as the first point of contact for all visitors and callers to the service, covering the receptionist role during lunch times and holidays.

You will be an accurate typist with a good knowledge of Microsoft Word and Excel, able to work with tight deadlines and have good interpersonal skills, answering basic queries from carers. It is desirable that you have the flexibility to work full-time during the receptionist's holidays.

Experience of working with members of minority ethnic communities and the ability to engage sensitively with carers will be an advantage

For your application pack please telephone 01423 500555,
email info@carersresource.org,
visit our website at www.carersresource.org
or write to Carers' Resource 11 North Park Road, Harrogate HG1 5PD.

Closing date for applications 15th February (noon).