**Suffolk Refugee Support**

Charity no: 1078794 is recruiting for a:

**Receptionist/Administrative Officer**

**£21,856** **per annum for 35 hours per week**

**(part time hours/ job share considered)**

**on an initial 1 year contract**

We are looking for an enthusiastic, friendly and professional Receptionist/Administrative Officer to join our team at Suffolk Refugee Support. The successful candidate will be responsible for welcoming visitors to the office, ensuring fully functioning office space and resources, taking minutes at trustee meetings and carrying out other administrative tasks as required.

The successful candidate must have excellent IT skills and be experienced in general administrative systems. The role requires someone with excellent organisational skills and an ability to use their own initiative.

The successful applicant will be required to have an enhanced DBS check to be carried out upon commencement of employment. You must be eligible to work in the UK.

For an application pack, please see our website [www.suffolkrefugee.org.uk/current-vacancies](http://www.suffolkrefugee.org.uk/current-vacancies), call 01473 400785, or email [eroberts@suffolkrefugee.org.uk](mailto:eroberts@suffolkrefugee.org.uk)

Closing date: **Friday 9th September 2022 at 12 noon**

Interview date: **Wednesday 14th September 2022 (we will notify shortlisted candidates by Monday 12th September)**