

Our Mission Statement

Our Mission is to lead in the creation and provision of innovative healing environments for children and young people who have been hurt by trauma, abuse and neglect.

We have an exciting opportunity for someone to join our team at our Head Office based in Lockerbie.

What are we looking for?

We have an exciting opportunity for someone to join our team at our Head Office based in Lockerbie that will help to ensure that the office runs smoothly and efficiently.

We are looking for someone who is:

- Organized and able to prioritize workload,
- Able to work on their own or as part of a team,
- Have a lively and outgoing personality
- Have good communication and telephone skills,
- An excellent timekeeper and
- Helpful and able to deal with confidential information.

Key Tasks involved;

- Receiving and directing of telephone calls
- Meeting and greeting visitors
- Managing the receiving/delivering of post and mail
- Photocopying and the collection of data
- Filing
- General typing and duties associated with the post
- Preparing refreshments and lunches during training day



Hours of Work

The hours of work for this post are Monday to Friday, 9am to 3pm however we require a degree of flexibility

What will I learn?

This Modern Apprenticeship vacancy will see you undertake as part of your ongoing development an SVQ Level 2 in Business Administration. Through out this qualification you will be fully supported by the organisation.

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Salary

The salary of this post will meet the Modern Apprenticeship rate of £3.40 per hour. Following successful completion of the Qualification there will be an opportunity for your salary to be reviewed.

How do I apply?

If you would like to apply and be considered for this post, we ask all applicants to please complete our application form. This can be found by following the link below:

<https://www.surveymonkey.com/r/9TTRRYP>

Closing Date: Friday 17th March 2017

