

# Administration and Reception Support Worker

**Job title**

Administration and Reception Support Worker

**Employer**

South West Aberdeenshire Citizens Advice Bureau

**Closing date**

Monday 15<sup>th</sup> March 2021

**Interviews**

Friday 19<sup>th</sup> March 2021 (interview to take place by Zoom)

**Location**

Westhill

**Hours per week**

25

**Type of contract**

Time-limited to a 6 month placement

**Salary**

Depending on age and experience of successful candidate, National Minimum or National Living wage.

**About the job**

Since its establishment in 2010, South West Aberdeenshire CAB now has offices in Westhill and Banchory with outreach services in Aboyne, Ballater, Braemar, Alford, Strathdon, Tarland, Kintore and Kemnay, which are supported by over 50 volunteers and 15 members of staff. The Bureau supports around 2000 individuals with a wide range of advice topics each year whilst project staff provide specialist support including Welfare Benefits, Debt, Utilities, Immigration, Gambling Support, Pension Wise, NHS Concerns & Complaints and support for the armed forces and their families.

South West Aberdeenshire CAB is seeking to provide a Kickstart Scheme placement for an enthusiastic and committed Administration and Reception support worker who will be part of the Bureau Administrative team to ensure the smooth running of the organisation, to support specialist staff and volunteers in their advisory roles and to help the charity meet its aims and objectives.

The successful candidate will have a good command of English, have good computer skills, be willing to embrace bureau training, have a confident telephone manner and mature attitude to dealing with colleagues and members of the public.

Experience of Microsoft Office packages and previous volunteering experience would be an advantage.

**How to apply**

If you require further information or have any questions regarding the role please email Eveline Crossan, Manager initially at [Eveline.Crossan@swacab.org.uk](mailto:Eveline.Crossan@swacab.org.uk)

To apply please complete the forms in the application pack and return these by email to:

[Eveline.Crossan@swacab.org.uk](mailto:Eveline.Crossan@swacab.org.uk) or by post to:

Eveline Crossan  
Manager  
South west Aberdeenshire Citizens Advice Bureau  
Suites 1 & 2  
Westhill Shopping Centre  
Old Skene Road  
Westhill Aberdeenshire AB32 6RL

**Closing Date:** by 5pm - Monday 15th March 2021

**About the employer**

South West Aberdeenshire Citizens Advice Bureau is committed to equal opportunities both in service provision and employment.

Charity number: SC037679

Charity name: South West Aberdeenshire Citizens Advice Bureau

