



Clerical Assistant- (Maternity Cover)

Hours: 20 hours per week
Rate of pay: £9.30 per hour
Hours of work: Monday to Thursday

Milen Care is a charity based in Batley providing day care services for Asian elders.

We have a vacancy for a clerical assistant to cover maternity leave. The post holder will be responsible for answering telephone calls, responding to queries, drafting minutes, and other general administration duties.

We require someone who has proven experience of a previous administration role, proficient in using MS office, excellent written and verbal communications skills, knowledge of day care services, in particular, in relation to Asian elders, good interpersonal skills and have strong organisational skills.

The normal hours of work will be between 9.00 am to 14.30 pm Monday to Thursday. Evening work from time to time may be required.

An enhanced Disclosure and Barring Service check will be required for this post.

To obtain an application form and a job pack please visit our website www.milen.org.uk or contact our office:

Milen Care
Al Hikmah Centre
28 Track Road
Batley
WF17 7AA

Tel No: 01924 470774
Email: info@milen.org.uk

Closing date for application: 13th April 2020 by 4.30pm

Please note, if you have not heard from us within four weeks of the closing date then please assume you have been unsuccessful on this occasion.