

Administration Assistants

2 x 20 hr posts, based in Darlington or Newcastle
£11,851 (pro-rata)

We are a not for profit organisation who provide support for people with learning difficulties throughout the UK and we currently need two Administration Assistants to join our teams in Darlington and Newcastle. We are looking for people who have the qualities we see in ourselves as an organisation; friendly, enthusiastic, honest, reliable, committed and caring.



You will be providing support to our Regional Administrator, which may include record keeping, filing, helping with recruitment, and other general admin duties. You will be an key part of the team, assisting with the day to day running of our busy offices and you will need to have great organisation and interpersonal skills.

Interested? Call 0191 228 8170 for an application pack.

Closing date 20th September

www.dimensions-uk.org

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