



**Post:** Administrator

**Posted by:** Milan Senior Welfare Organisation Ltd

**Location:** Edinburgh

**Salary:** AP(21) £9,742 Per Annum

**Hours:** 16 hours per week (P/T)

**Closing Date:** 03 December 2019

**Interviews:** 05 December 2019

**JOB ROLE:**

Responsible for undertaking administrative tasks and financial duties. The ideal candidate will be competent in prioritising and working with little supervision. They will be self motivated and trustworthy. The office administrator ensures smooth running of our office and contributes in driving sustainable growth.

**ORGANISATION PROFILE:**

Milan is a registered charity providing 3 day per week care provision for the elderly South Asian communities living in Edinburgh and Lothian which meets their social, cultural, recreational, language and care needs.

**APPLICATION NOTES:**

An application pack including Application Form, Job Description, and Person Specification is available by emailing: **admin@milanswc.org** or calling **0131 475 2307**

Further information can be obtained by calling the Manager on **0131 475 2307**