



ADMINISTRATIVE ASSISTANT

Salary: £14,976 - £16,323

(Full-time; part-time from 70% can be considered)

Ref: ADM1701

Hamstead Marshall, Newbury, Berkshire

The Organic Research Centre is seeking to appoint an enthusiastic individual looking for an early career job in office administration, to assist with the operation of our offices, including reception activities, event venue, office facilities, plus staff and team support. S/he will have good IT and organisational skills.

Further details/application forms available at:

<http://bit.ly/orcworkwithus>

Closing date for applications: 9:00 am on Wednesday 1st March 2017.

Interviews: Friday 10th March 2017.