Job Vacancy: Administrator
Full-time, 35 hours, Salary dependent on experience

United Kingdom Thalassaemia Society is a national charity that provides supports to people with thalassaemia, a rare, genetic blood disease. We need someone to help us with the day-to-day running of our office in Southgate after a recent expansion of our operations.

The administrator is a key role within the UK Thalassaemia Society. The post holder will be expected to undertake:
- Office administration
- Banking (Petty cash)
- Event planning
- Diary and Database management

It is essential applicants have Microsoft Office Experience, in particular Microsoft Access. We are a small team with exciting projects throughout the year.

There are opportunities for personal development, flexibility and a chance for you to make a difference to a worthwhile charity.

Scan the QR code for further details of the job description and person specification.

If you feel like this job role mirrors your skills and experiences, please apply as soon as possible.

To Apply:
Email a covering letter addressed to Romaine Maharaj, Executive Director, explaining how your experience, skills and knowledge make you suitable for the role with an up to date CV.

Email: Romaine@ukts.org

Send us your CV