

Admin Assistant Role at Helen Arkell Dyslexia Charity

Do you want to make a difference to a local charity?

We are recruiting for an Admin Assistant to work 3 hours a day 5 days a week. This role is face to face at our friendly office in Farnham

The tasks involved are:

- Dealing with enquires relating to our dyslexia services both via email and over the phone
- Supporting visitors to the centre
- Sending out assessment reports
- Contacting clients regarding outstanding payments for services
- Other admin tasks as necessary

We are looking for someone with good administrative and communication skills who has experience of working in an office.

The role is initially for six months but may be extended.

The salary is £24,000 per annum pro rata.

To apply please send your CV and a brief supporting statement to

julieb@helenarkell.org.uk

Visit our website: [Helen Arkell](http://www.helenarkell.org.uk)