



Applying for a job – Example of a Job Advert

Administrative Assistant

Merlin Services requires an Administrative Assistant to work in its Brighton office. The organisation is a specialist in the field of disability care services. The successful candidate will enjoy working as part of a dedicated team, with the added satisfaction of working for an organisation committed to the care and support of disabled people.

The job involves a variety of administrative duties. These will include filing, letter writing, sorting post, obtaining information from a computer, photocopying and maintaining records. Training will be provided, if necessary, to equip the job-holder with computer skills to enable them to use the organisation's computer system.

Applicants are required to have two GCSE s at grade C or above (or equivalent) including English Language and preferably some experience in administration.

Salary will start at £16,000 and holiday entitlement of 28 days p.a. (*per annum = per year*)

This position is available on a full-time or job-share basis.

Please download our application pack from www.merlinservices.makebelieve.uk or telephone King Arthur on: (01273) 45895.

Closing date for applications: 9 December 2012

Merlin Services - Working towards Equal Opportunities

Hints and Tips for identifying important information in the advert

The company

Merlin Services - you could look at their website to learn more about the company. If they don't have a website you might be able to find information at your local library. This research might help you to write your application.

Job title and duties

- Administrative Assistant
- Filing, photocopying and sorting post
- Letter writing
- Obtaining information from a computer
- Maintaining records



Qualifications and skills needed

- Two GCSEs at grade C or above (or equivalent) including English Language
- Some experience in administration
- Team working

Pay - £16,000

Hours - Not stated – ring to check

How to apply - Application form which you need to download from their website