**Office Administrator**

North Devon Voluntary Services is seeking a well-organised individual with a friendly manner who can keep our office running smoothly. This is a 20 hour per week post.

The post will suit someone who has worked previously in administration / office management and has an understanding of the voluntary and community sector. We are looking for someone who is comfortable using software packages including databases.

For an application pack please go to www.ndvs.org.uk; call us on 01271 866300 or e-mail [Hilary@ndvs.org.uk](mailto:Hilary@ndvs.org.uk).

Salary NJC SCP 18 £18,070 pa pro-rata

Closing date Thursday 7 December 2017 at noon; interview date Wednesday 13 December 2017.

Registered Charity No. 1133707