

JOB VACANCY

Wirral Multicultural Organisation (WMO) Administration Assistant

Charity No: 1019964

We are looking for an enthusiastic, hardworking Administration Assistant to join our busy team !

Job Title:	Administration Assistant
Hours:	37.5 hrs. per week
Salary:	National Minimum Wage
Location:	Based at Wirral Multicultural Organisation (Birkenhead)
Responsible to	Centre Manager

Job purpose:

The main purpose of the role is to provide administration support for the delivery of WMO services and activities. The post holder will administer the WMO Translation and Interpretation service (T&I) under the direction of the Service Coordinator, delivering a high-quality service to all stakeholders and clients. Key to the role will be responding to service requests from all service users including; public sector professionals, interpreters and clients. Work can be fast-paced, and duties will include liaising with interpreters via phone and email to arrange and manage bookings. Completing and inputting all necessary documentation utilising the service database and ensuring effective use of document management systems and processes is an important part of the role. The post holder will also be responsible for writing monthly performance reports, updating interpreter records and providing a range of general administration duties to support the delivery of WMO activities.

Wirral Multicultural Organisation is an equal opportunities employer. For informal discussion contact Aline Macready on 0151 792 5116 (Mon- Fri 9:00 -17:00pm)

To apply for this post, please download and complete the application form from our Website <https://www.wmo.org.uk> and send it to info@wmo.org.uk clearly setting out your suitability for the post. Please refer to the job description and ensure that you provide details of how you meet the person specification.

All successful candidates are required to complete an Enhanced Disclosure and Barring Service check and other relevant pre- employment checks.

Closing Date: midnight Monday 24th May 2021

Shortlisted candidates will be contacted soon after closing date for Interviews: w/c 31 May 2021