



## Wirral Multicultural Organisation (WMO)

### Admin Assistant - Translation & Interpretation Service (T&I)

### JOB VACANCY

Charity No: 1019964

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

|                       |   |
|-----------------------|---|
| <b>Job Title:</b>     | Admin Assistant - Translation & Interpretation Service ( T&I) |
| <b>Hours:</b>         | 37.5 hrs. per week  |
| <b>Salary:</b>        | £9.50 per hour  |
| <b>Location:</b>      | Wirral Multicultural Organisation, Birkenhead                 |
| <b>Responsible to</b> | Service Coordinator   |

#### Job purpose:

The main purpose of the role is to support the delivery of 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 and clients. Liaising with interpreters via phone and email to arrange and manage bookings.

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 send your CV to [info@wmo.org.uk](mailto:info@wmo.org.uk)** by the closing date 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:** midday Friday 15<sup>th</sup> July 2022

**Please submit your application as soon as possible as we may close the advert at any time if we receive a sufficient number of applications.**