



Transport 17



Administrative Assistant

12 hours a week (9am to 12pm Tuesday to Friday)

£15,796.04 pro rata (£8.21/hour)

Are you approachable, organised and want to be involved in helping the community? We need a friendly, efficient, administrative assistant who will assist the Transport Manager to ensure the smooth day-to-day operation of the Transport 17 office.

Transport 17 is a volunteer-driven charitable organisation, based in Totley S17, which provides accessible transport to lunch and social clubs in the south west area of Sheffield.

As our administrative assistant you will:

- ✓ be the key person in the office each morning, liaising with the Clubs we serve, our volunteers and our passengers
- ✓ manage and maintain the financial and travel records including using Quickbooks, Excel and online banking
- ✓ keep our Facebook page and website up to date
- ✓ prepare reports and maintain appropriate filing systems
- ✓ support the preparation of funding bids to keep Transport 17 on the road
- ✓ respond to admin queries from the T17 Manager and T17 Management Committee

You will not be required to work when Transport 17 closes for one week at Christmas and two weeks in August. Leave entitlement will be commensurate with Government formula in line with your working hours.

For an informal chat and/or an information pack, please phone 0114 2362962, email transport17@btconnect.com, visit www.transport17.co.uk or call into the Transport 17 office at 172 Baslow Road, Totley, S17 4DR.

To apply, please send a covering letter and CV to the above postal or email address for the attention of Mike Finn, by 5pm on Wednesday 21st August 2019.

Interviews will be held in the week commencing 2nd September 2019.

Transport 17 is registered under the Co-operative and Community Benefit Societies Act 2014 Reg No 26879R