

TASHA FOUNDATION
Alexandra House, 241 High Street
Brentford, TW8 0NE



Administrator FULL-TIME OR PART-TIME

Hours: 36 hours per week Mon-Fri 9:30-5:30
Salary: £18,195
Location: Brentford

TASHA Foundation is a West London charity providing counselling, support, outreach, training and employment services to individuals affected by substance misuse or mild to moderate mental health difficulties.

We are currently seeking a highly motivated and experienced Administrator to take a lead on providing effective administration support for our Brentford team to ensure the smooth running of a friendly office on Brentford High Street.

Must have excellent IT skills and be proficient in the use of MS office, use of databases and able to maintain calendars. Strong administrative and team working skills and the ability to provide a friendly and professional service to our staff and clients.

Excellent interpersonal and communication skills together with the ability to be able to build effective relationships and interact with a variety of people from different cultures and backgrounds.

A high level of confidentiality is required in this role.

CRB check will be required.

Apply to keith.thomas@tasha-foundation.org.uk for an application pack, our website www.tasha-foundation.org.uk or telephone 020 8569 9933 for more details.

Closing date for all applications: Friday 16th July 2010
Interviews: Tuesday July 27th 2010

Reg Charity No. 1062805