

Administration Assistant Vacancy

About Us

Rahma (Mercy) was founded in the year 1999 in response to the plight of the refugees whom were fleeing from the war in Kosovo. We have since grown, from our humble beginning as a group of 13 volunteers setting out for a journey via road in an Aid Convoy, to becoming a UK registered Charity and an NGO in Kosovo and Albania. We are currently providing aid and support to 5 different countries in the Balkans; Albania, Kosovo, Macedonia, Serbia and Bosnia.

The Position

We're looking for an Administration Assistant preferably with experience in an admin based role to join our Batley team in order to ensure that the day to day clerical duties of the charity are executed with the utmost professionalism. Candidate must be willing to occasionally undertake voluntary activities too.

Requirements

- Minimum 5 GCSEs (including Maths and English) at Grade C or equivalent qualifications.
- Ability to use MS Word, MS Excel and MS PowerPoint competently.
- Have a good command of the English Language.
- Good team working skills.
- Social Media, Marketing and Communication experience – Preferable.

The Location Rahma (Mercy), 38 Oxford Street, Batley, WF17 7PR

Why Should You Apply?

- A chance to take make a difference to the lives of the less fortunate.
- Occasionally visit the project countries to see the difference that you're making.
- Competitive pay.
- Opportunities for on the job training and a chance to learn new skills not only limited to the admin environment.

To apply or for general enquiries please contact 0116 251 69 59 or azhar@rahmamercy.org.uk