



CBS are looking for an Admin worker to work during the weekends. We are looking for people with the following expertise.

- Communication
- Customer service
- Professionalism
- Stress management
- Using initiative
- Managing workload and prioritising
- Following instructions
- Working in teams
- The ability to remain calm under pressure
- Excellent organisational skills
- Team player
- Project reports

Administrative duties and responsibilities include providing administrative support to ensure efficient operation on the project.

Administrator work hours.

Your work will be primarily based in the SRCDC office where you can expect to work 6 hours a week (Saturday and Sunday)

The Disclosure and Barring Service (DBS) offers employers to carry out a criminal record check of employees/volunteers.

As you will be working with children and young adults it is a legal requirement that all employees are DBS checked.

Applicant has to be from the Bangladeshi community.

For an application pack please email us at [cbs.abdul@hotmail.com](mailto:cbs.abdul@hotmail.com).