

**Office Administrator**

**Hammersmith & Fulham Law Centre

Salary: £23 - £25,000 per annum plus pension

Working hours: 35 per week (Part time/flexible working considered)**

We are recruiting an Office Administrator who will play an essential role in the effective running of the law centre. The role would suit an administrator who enjoys working as part of a small friendly team with a varied workload.

We have a 39-year history of providing an excellent service to the local community.

The role includes both routine and essential duties, but the post holder will need to be comfortable working independently. We are seeking someone with excellent communication skills, a high degree of technical proficiency and IT ability.

Benefits include 30 days annual leave, pension, the possibility of flexible working and significant opportunities for learning and development. We have newly refurbished offices in Hammersmith with excellent transport connections to the Piccadilly/District and Hammersmith & City Line tubes.

Hammersmith & Fulham Law Centre is an equal opportunities employer and encourages applications from all candidates who meet the person specification regardless of age, religion, gender, sexual orientation, disability or race.

For an application pack email: reception@hflaw.org.uk

**Closing date: 9th September 2019 at 5pm**