



bywyd

GWASANAETH CYNNAL GOFALWYR  
CARERS OUTREACH SERVICE

LIFE

## Administration Assistant

### Opportunity to work in a busy office providing support to unpaid carers

We are looking for a proactive and organised person to join our busy and vibrant office. This is a varied role ideal for someone who enjoys all aspects of office operations, learning and being a key support to the wider team.

**On the job  
learning!**

Duties will include:

- Responding to emails from carers and professionals. Ensuring accurate information is provided
- Completing office tasks and all processes commensurate with this role.
- Minute taking
- Data inputting

<b>Location:</b>	Carers Outreach Office in Parc Menai, Bangor, Gwynedd
<b>Hours:</b>	2 or 3 days a week can be negotiated
<b>Salary:</b>	£26,824 to 28,598 pro rata (depending on experience)
<b>Pension:</b>	Pension offered
<b>Contract:</b>	12 Months initially
<b>Closing date:</b>	Noon, 15 June 2026

Interviews will be held week commencing 22 June 2026

Please note, the ability to communicate in Welsh and English is **essential** for this post.

To request an application pack for the above post please contact Julie Oatey at [help@carersoutreach.org.uk](mailto:help@carersoutreach.org.uk). If you have further queries about the post please phone 01248 370797 to speak to one of the management team.