



J O B V A C A N C Y

Technical Support Administrator

£13,923 pro rata per annum plus pension and excellent holidays

20 hours per week

Our Lifestyle programme delivers a much needed service to the older people of Sunderland who require support and assistance to live an independent life. The Technical Support Administrator will deliver high quality administrative support to this service as well as being responsible for the utilisation of the Charity Log database system for the organisation.

The ideal candidate will have excellent IT skills, experience of data input and databases, with a good attention to detail and a flexible, positive approach to their work.

To request an application pack either email enquiries@ageuksunderland.org.uk or download one from our website www.ageuksunderland.org.uk. Alternatively send a large SAE for 93p to Age UK Sunderland, Bradbury Centre, Stockton Rd, Sunderland. SR2 7AQ. Tel: 0191 5141131. **CV's not accepted.**

Closing date: Friday 24th March 2017 – at 9 am prompt

Age UK Sunderland is an Equal opportunities Employer

Registered Charity 1086995

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Certificate No. 88Q10781