



**Office Administrator
Lifecentre, West Sussex.**

**2 posts – Worthing and Crawley
£9,139 pro rata (18,278 FTE)
18.5 hours per week**

The office administrator will ensure effective and efficient administration to support the work of Lifecentre. In addition, providing some administration support to the Operations Manager and Clinical Lead.

We are looking for a self-motivated and organised administrator who will ensure the smooth running of the office. The role requires someone with excellent IT skills, strong written communication and excellent organisational skills. The successful applicant will have the ability to multi-task, prioritising their work, and maintain efficient administration systems and work as part of a team.

Lifecentre is a Christian Charity providing counselling services to survivors of rape and sexual abuse: www.lifecentre.uk.com

For an application pack, email our Operations Manager lou@lifecentre.uk.com For further tel. enquiries please call the office on 01243-786349

Closing date for applications: by midnight on the 31 January 2022

Interviews: Week beginning 14 February 2022