



Sheffield and District African Caribbean Community Association
 (SADACCA) Limited
 48 Wicker, Sheffield, S3 8JB
 Telephone: (0114) 2753479
 Email: admin@sadacca.co.uk

Opportunity- Office Administration- Trainee

Organisation name:	SADACCA Limited
Job title:	Office Administration - Trainee
Details:	<ul style="list-style-type: none"> • <i>Mondays to Fridays 10am- 5pm</i> • <i>City location, close to public transport</i> • <i>All relevant PPE provided</i>
Description including requirements:	<p><i>We are looking for reliable and experienced individuals who have some experience working in an office environment.</i></p> <p><i>The receptionist/ general office volunteer will report to the Office manager and/or CEO and will be responsible for:</i></p> <ul style="list-style-type: none"> • <i>Answering incoming phone calls and taking messages for bookings/queries</i> • <i>Checking answer phone messages and initiating appropriate responses</i> • <i>Production and maintenance of the weekly diary.</i> • <i>Upkeep/cleaning of the office</i> • <i>Maintenance of office records and documentation and basic computer/printing tasks.</i> • <i>Ensuring visitors sign in & out and directing clients/ visitors to various locations within the SADACCA premises.</i> <p><i>Ideally you should have:</i></p> <ul style="list-style-type: none"> • <i>Relevant previous reception experience (Basic training will be provided)</i> • <i>Basic computer (Microsoft Office) skills and previous use of printer/copier (Basic training will be provided)</i> • <i>Good time management and organisational skills</i> • <i>Good communication and interpersonal skills</i>
Start date:	NA
<p><i>If you are interested, please email your CV to admin@sadacca.co.uk or call 0114 2753479 for further information.</i></p>	