



## **Money Matters Money Advice Centre Office Coordinator**

Information:

- Hours - Full time (35 hours)
- Salary £24,000 - £26,000 (starting salary dependent upon relevant skills and experience)
- Location: Glasgow
- 6% Pension contribution following probationary period.
- Twice salary Life insurance paid by Employer
- Smart uniform will be supplied when we return to office working
- **Closing 19<sup>th</sup> July 2022**

We are looking for an experienced, well organised Office Coordinator to work in our busy advice centre. You must be flexible and adaptable to changing workloads and have experience of managing staff.

We seek an energetic professional who doesn't mind wearing multiple hats and ensuring the highest level of customer service is being provided from all Money Matters staff.

Ideals skills: Prior Experience as an Office Coordinator preferred; Ability to Implement Procedures in a Fast-Paced and Evolving Environment; Excellent Customer Service Skills; Exceptional Communication Skills; Computer Literacy, Including Proficiency in Microsoft Office Programs; Attention to Detail; Highly Motivated; Excellent Time Management Skills; Strong Decision Making Skills; Ability to Work Under Pressure; Critical and Creative Thinking Skills; Ability to Work Well Without Supervision; Flexibility.

Some knowledge of legislation in the areas of employment, pensions, equality and diversity and data protection would be useful, but not essential.

A clean driving licence and own car are preferred although not essential.

***Money Matters Money Advice Centre is an equal opportunities employer***

***An enhanced disclosure may be required for this position***

For job description please email [recruitment@money mattersweb.co.uk](mailto:recruitment@money mattersweb.co.uk)

Curriculum Vitae to: [recruitment@money mattersweb.co.uk](mailto:recruitment@money mattersweb.co.uk)