**Administrator – Andover Office (Ref: 873)**

**Deadline:** Noon on 3 July 2024.

**Salary: £26,675 pa rising to £31,483 pa (pay award pending)** after four years' service.

**Location:** Andover Office, Hampshire, SP10 1DN

**Hours of Work:** 10.00 am – 6.00 pm (Monday to Thursday), 10.00 am – 5.00 pm (Friday).

The Union of Shop, Distributive and Allied Workers is one of the UK's largest trade unions.

A vacancy exists for an Administrator based at the Union’s Andover Office.

**What we Offer:**

* 34 hour week.
* Defined contribution pension.
* Generous holiday entitlement – 24 days rising to 32 days plus 8 bank and 3 customary holidays (pro-rata to commencing month in holiday year and number of days a week worked).
* Free onsite parking, subject to availability.
* Free health assessments (post probation).
* Cycle to Work Scheme (subject to passing probation and length of contract).
* Season Ticket Loan (subject to length of contract).

**Principal duties are:** to provide a typing and clerical/administrative support service.

**The successful applicant will possess**: the ability to respond to change, be adaptable and flexible to the changing needs of the job and the Union; the ability to communicate effectively; the ability to prioritise work, meet deadlines and have well-developed planning and organisational skills; an ability to understand and collate information, produce basic reports and statistical data; IT literacy, particularly Microsoft Office, including Word and Excel; the ability to suggest improvements to systems of working.

An application pack can be downloaded from here by clicking on the ‘apply’ button. Alternatively, please e-mail [jobvacancies@usdaw.org.uk](mailto:jobvacancies@usdaw.org.uk) or telephone the HR Section on 0161 413 0904, quoting **Ref: 873.**

The closing date is **noon on Wednesday, 3 July 2024.**

Interviews are expected to take place on **Thursday, 18 July 2024.**

**CVs are not accepted. No agencies please.**

Usdaw is an Equal Opportunities Employer**.**