

Office Secretary – Police Credit Union

Salary: £17,500 - £23,500 pro rata
(Dependent on experience and expertise)
Job Role: Part time (Approximately 25 hours per week / 5 hours per day)
Location: Guardians House, 2111 Coventry Road, Sheldon, Birmingham.
B26 3EA.
Closing Date: 30th June 2019

Police Credit Union are one largest credit unions in the UK and currently serve over 30,000 members throughout the Police, Armed Forces and Prison Service.

Our team are passionate about improving the financial resilience of all those who *serve and protect* – making a difference to the lives of our members, helping them save and borrow with repayments straight from their pay.

As a not-for-profit financial cooperative we currently look after £55 million of our members savings with over £39 million on loan.

The role

We have an exciting opportunity to for an Office Secretary to join our growing team.

You will first point of contact for the Head Office, answering the telephone and providing full administration support to the Senior Management, Operations Team and Board of Directors.

About You

- You will be highly organised and self-motivated, with excellent written and verbal skills.
- Proactive in your approach, using your own initiative and work with tact, discretion and diplomacy.
- Excellent eye for detail, take ownership of tasks, prioritising work from different managers.
- Ability to use Microsoft Office programs and adapt to bespoke software.

Benefits

In return, we are committed to being a good employer, offering a wide range of benefits including a 5% pension and 21 days annual leave increasing to 26 days after 5 years' service. (Annual leave entitlement will be pro-rata).

To apply

To apply please email your CV with a summary as to why you feel you may be suitable for the role to: mrobinson@policecu.co.uk

Closing date:

Closing date for applications is 30th June 2019.