**Maintenance Administrator**:

Salary £17,727 pro-rata

20 hours per week, permanent contract

* Do you have an eye for the detail?
* Do you thrive in a fast-paced environment and enjoy prioritising tasks?
* Are you passionate about quality and take pride in all aspects of your work?
* Are you experienced in financial administration such as invoices and purchase orders?

If so we want to hear from you!

YMCA Derbyshire is a dynamic charity which provides a safe front door for young people and homeless adults, alongside supportive learning environments for young learners. We strive to ensure all of our buildings are of a high quality and provide a safe environment.

YMCA Derbyshire is an equal opportunity employer and invests in the professional development of all staff.

For an informal chat regarding the post please call Thomas Harris on 01332 579562.

For an application pack please visit [www.ymcaderbyshire.org.uk/workforus](http://www.ymcaderbyshire.org.uk/workforus)

Closing date 22 June 2018