

YPAS – Receptionist and Admin Assistant x 1



The **YPAS** Receptionist/admin assistant will work at YPAS Central Hub to support a multi-disciplinary team with reception and admin duties. An NVQ level 3 in Business Admin or equivalent is essential as is post qualification experience

Salary: NJC scale 1 – 2 (£17,842 - £18,562)
Contract: Permanent
Hours: 35 hours per week
Closing Date: **5th November 12 noon**
Short listing: 5th November 2021
Interviews: 9th November 2021

To request an application pack email recruitment@ypas.org.uk quoting ref # - GR2001

