



COSCA (Counselling & Psychotherapy in Scotland)

ADMINISTRATOR

Salary Scale: £20,705 – £21,221 (SJC 21-22 pts)

Full Time 35 hpw. Based in Stirling.

An experienced Administrator is required. You must have proven experience and qualification in both office administrative work and IT skills. With attention to detail and a high level of accuracy, you will be well organised, and have good written and verbal communication skills.

For an application pack (no CVs will be accepted) please visit our website.
www.cosca.org.uk.

Closing date for applications: 12 noon Thursday 15 November 2018. Interviews will be held on Thursday 22 November 2018.