



JOIN OUR TEAM

WE ARE RECRUITING



ADMINISTRATOR

## **ADMINISTRATOR (Freelance)**

Immediate Start - Ongoing Contract for Services

Hourly Rate: £14

Office Based at PATH Yorkshire, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD

Reports to CEO /Senior Management

### **About PATH Yorkshire**

PATH Yorkshire is a provider of education, employment and skills training for 40 years. Based in Leeds, we currently deliver English language and Employment Support Programmes to diverse communities and disadvantaged vulnerable adults. We collaboratively work with local businesses, universities, and Leeds City Council in providing services to empower people, transform lives and strengthen communities.

We are currently recruiting for an Office-Based Administrator who is self-employed, working on days and hours stated below and additional days/hours which may be required to cover other Admin Team members.

- 9 am - 1 pm, Monday to Friday

### **Job Summary**

Office Administrators ensures smooth daily business operations by managing clerical, logistical, and administrative tasks. Key responsibilities include handling reception, phone calls, and emails, accurate data input on in-house database systems and projects online systems, organising paper and e-files, managing suppliers and office supplies, and supporting management with document preparation. They are central to maintaining an efficient work environment, acting as the primary point of contact for enquiries.

### **Key Responsibilities and Duties:**

#### **1. Office Management**

- Welcoming and directing visitors to the appropriate person or training room, managing sign-in/out logs, and phone calls logs.
- Answering, screening incoming phone calls and making calls to service users/learners.
- Managing the general office email account.
- Coordinating with teams and management to manage the social media accounts on Facebook, Instagram, and X.

#### **2. Administrative Support to Management**

- Scanning documents, paper-based filing, e-filing management on MS SharePoint, Google Drive, and projects online systems.
- Managing in-house database systems and running reports for management.
- Data Entry to update records.
- Ensuring files integrity and security.
- Other duties and responsibilities assigned by the CEO/Management.

## Required Skills:

- Communication
  - Strong verbal and written English skills for handling enquiries and communications professionally.
- IT Skills
  - Proficiency in Microsoft Office (Word, Excel, Outlook) and basic office equipment (printers, multi-line phone systems).
  - Ability to learn and operate in-house and online database/projects systems.
  - Able to create and post social media contents (Facebook, X, Instagram) approved by management.
- Organisation
  - Superior time management and multitasking abilities to handle varied tasks under pressure.
- Detail-Oriented
  - High accuracy in data entry and document management.
- Customer Service
  - A welcoming demeanor with the ability to handle enquiries and complaints professionally.

## Residency/Legal Status Required – any of the following:

- UK or British citizens
- Refugees
- Indefinite leave to remain
- Ukrainian Schemes
- EU citizens with Settled Status
- Hong Kong BNOs

## HOW TO APPLY:

Applicants must complete an online application form which you can save and edit before submitting. Use the QR code or go online <https://forms.office.com/e/t3Hz1jurkw>



**CLOSING:** Applications are reviewed on a rolling basis. We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early application.

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