

Job Title: Admin Assistant - Ellon

We currently have a requirement for Saturday/Holiday Cover based within our Ellon branch.

Description: Carrying out duties as Branch Assistant other general tasks or specific projects as may be required to be performed from time to time.

Location: Firm wide, for administrative purposes will be assigned to Ellon.

Pay Band: Hourly Rate £6.50 to £7.25 per hour

Hours: 8 - 10 hours per week. Ad hoc during the working week (times to suit university timetable) and regular 2 hours every Saturday. To be available to work full time if so required, during peak and university holiday periods.

Q/E: Good IT & Administrative skills.
Valid UK Driving License preferred.
Full training will be given.

Start Date: March/April 2012

Please apply in writing with your CV to:

Shona Cheyne,
HR Manager
Raeburn Christie Clark & Wallace
12-16 Albyn Place
Aberdeen
AB10 1PS
or email: shona.cheyne@raeburns.co.uk