



HR Co-Ordinator

30 hour contract

The hourly rate for this post is £9.27 - (£17,891 per annum pro-rata)

We are looking for a dynamic and motivated individual to join our existing team. You will support the HR and Senior Management Teams.

A knowledge of HR procedures is desirable, as well as the ability to work in a fast paced environment.

Aspire is an equal opportunity employer and welcomes applications from all sections of the community.

For an informal discussion please contact:

Marc Barnes before the on:

☎ 0113 3781025

Application forms and a job description can be found on our website:

<http://www.aspirecbs.org.uk/aspire-careers-and-volunteers>

If you are interested in applying please submit an application form to: Marc Barnes

By email: info@aspirecbs.org.uk

By post / hand delivery

Aspire Community Benefit Society

Unit 2 Westfield Chambers

Lower Wortley Road

Leeds LS12 4PX

The closing date for applications is 12th August 2016