



Part-time Administrator

We are looking for a hard-working, reliable person to take on a part-time admin role in our office.

You will have plenty of admin experience and be able to work on your own initiative and without close supervision. You should be computer literate – Word and Excel skills are essential – and numerate enough to work with basic financial systems.

An interest in wildlife, and birds in particular, would be very beneficial.

Hours – 15 hrs a week Mon-Fri (timings negotiable)

Salary - £7.20 p/h

Email info@acesurveyors.co.uk or

Please send a CV and covering letter to:

ACE Surveyors

Admin Vacancy

Maxim 1 Floor 1

2 Parklands Way, Eurocentral, Motherwell, ML1 4WR