**Probe (Hull) Ltd**

**369-371 Marfleet Lane**

**HU9 5UH**

[**www.probeltd.co.uk**](http://www.probeltd.co.uk)

**Job Vacancy**

**Part time Administrator**

We’re looking for someone to join our small friendly team.

Is this you?

* Organised
* IT literate
* Excellent communicator
* Good team worker

The post provides administrative support to our Domestic Security project ensuring at-risk households are made more secure and less vulnerable to crime. It involves arranging appointments, monitoring funding and ensuring stock levels are maintained.

The postholder will also liaise with external agencies such as the police, ASB Teams, DAP and DVAP

This is a jobshare post. 16 hours – over 2 or 3 days per week. £24k per annum pro-rata

For more information contact sue.balthazar@employmenthouse.org / 01482 782400

Applications; CV to sue.balthazar@employmenthouse.org