



We are looking to recruit for the following vacancy:

- Job Title:** Administration Assistant – Fixed Term Contract to March 2026
- Location:** Leeds, Head Office, LS13 – Occasional home working may be offered after a satisfactory probation period
- Reports to:** Administration Manager / Senior Management Team
- Salary (FTE):** Pay range of £24,277- £24,960 + pension contribution (pro rata for part time)
- Hours of Work:** 22.5 - Days and shifts to be agreed
- Closing Date:** Midnight Friday 2<sup>nd</sup> May 2025
- Interview Date:** Tuesday 6<sup>th</sup> and Wednesday 7<sup>th</sup> May

An opportunity has arisen for an enthusiastic and professional individual to join our team to provide day-to-day administrative support at our Leeds Office.

This position requires a proactive individual capable of multitasking and managing appointments and administration with a focus on telephone support and accurate data entry.

William Merritt Disabled Living Centre is a registered charity and Social Enterprise based in Rodley, Leeds, covering the Yorkshire Region.

The Centre enables people of all ages to maximise their life opportunities, supporting their independence, and providing them access to mobility and daily living equipment through occupational therapy assessments.

This role will primarily support our driving assessment team who ensure that people are safe and comfortable in their vehicles through fitness to drive, vehicle adaptation and car access assessments.

The successful candidate will be joining a busy, friendly and supportive office where our clients and service users are always our priority.

You will be experienced in handling enquiries from members of the public, carers, suppliers and healthcare professionals in a patient, competent and professional manner. You must have good Microsoft Outlook, Word and Excel skills with knowledge of CRM databases.

Please download an application pack from our website at <https://wmdlc.org/about/#join-us> or alternatively contact the Centre on [info@wmdlc.org](mailto:info@wmdlc.org).



The application pack includes a full job and person specification and therefore when completing the supporting statement please ensure that you illustrate how you meet our requirements.

The fully completed and signed application and monitoring form to be returned to [info@wmdlc.org](mailto:info@wmdlc.org)

If you would like more information about the role please contact Hannah Davy, Administration Manger on 0113 350 8989 (Tuesday to Friday).