



Adviza aims to raise people's aspirations and motivate them to achieve their full potential. It is a large, vibrant and innovative charity working to help, encourage and support individuals to make the best of their lives, overcome barriers to their progression in learning and work, and make informed and rewarding decisions about employment and education.

**National Careers Service  
Tracking Administrator**

Salary: £19,542-£21,569 Location: Bracknell, Stroud and Bristol

We are looking for individuals with excellent administration skills, who are computer literate, to work within our offices. We have three positions available: one based in our office in the centre of Bracknell, one in our office in the centre of Stroud and one in our office in the Kingswood area of Bristol.

In this role you will support the delivery teams with tasks such as formatting CVs, photocopying, scanning and collation of paperwork, uploading and data entry. You will also need to have a confident telephone manner as you will be required to phone customers and partners. This work does require a high level of accuracy and working to contract deadlines. We are looking for individuals with a passion and commitment to help others and determined to succeed. You will be self-motivated, flexible and adaptable with excellent communication skills.

Working for Adviza you will receive a competitive salary, 25 days' annual leave (pro rata) rising to 30 days after 5 years, access to an excellent contributory pension scheme.

For further details of the posts we have available and how to apply, please visit the Adviza website ([adviza.org.uk](http://adviza.org.uk)) and click on the 'work for us' section.

The closing date for applications will be 5pm on Friday 10<sup>th</sup> May

Interviews will be held week commencing 20<sup>th</sup> May 2019.

For an informal chat about the roles and working for Adviza, please contact Clare Martin 07747476808

Adviza is committed to safeguarding and appointments are subject to enhanced DBS checks. Adviza supports equal opportunities in employment and is a positive about disabilities employer. Every disabled candidate who meets the minimum criteria will be offered an interview.