



伯明翰華人社區中心

CCC-B Chinese Community  
Centre - Birmingham

## IT and Admin Officer

Chinese Community Centre - Birmingham

Location: Birmingham, West Midlands

Salary: £20,092 - £24,491 per year pro rata

Contract: Fixed Term Contract, 1 Year (Full time or Part time)

### **Job Description**

Closing date: Sunday 31 October 2021 11:59pm

Face to Face Interview dates: Late November 2021

We are looking for someone to join our team, who is enthusiastic about making a change in the Chinese community across the West Midlands and beyond. It is a great time to join us, as we are setting up a Customer Relationship Management (CRM) system to integrate all of our IT and reporting processes, this will enable us to provide more services online to our customers and to manage the projects we are providing to the community.

There is a wide range of projects and services to get involved with, from supporting community led events, health and wellbeing activities to supporting social care. No two days are the same, and with a supportive team around you, you are able to shape the organisation, provide innovative ideas for change and to help transform lives for customers.

As an IT and Admin Officer, you will be responsible for managing and developing the Customer Relationship Management (CRM) system. Manage the IT operations within CCC-B including improving and maintaining the IT infrastructure and website, coordinating regular reporting to existing funders on project progress and outcomes. Provide administrative support to the Chief Executive Officer, working closely with other members of the team.

### ***So, who are you?***

We're looking for someone who has strong IT skills and experience, able to improve and maintain IT infrastructure, able to manage and provide support to a CRM system for an organisation. A background in administration, with strong grasp of Word, Excel, PowerPoint, Outlook and Social Media platforms.

This can be an experienced person with a strong background in IT, Administration and Customer Service, or a person coming back into the workplace environment with the above experience or an IT/ Business graduate who wishes to develop their existing skills and experiences. This has the flexibility of a full time or part time position.

For more information, visit our website: <https://chinesebirmingham.org.uk>

If this is what you are looking for, please read our job specification and apply with a CV and Cover Letter to [chloeyip@ccc-b.org.uk](mailto:chloeyip@ccc-b.org.uk) by **Sunday 31 October 2021, 11:59pm.**