



ADMINISTRATIVE ASSISTANTS

LIVERPOOL CITY CENTRE

£12,950 - £14,333 (PRO-RATA FOR PART TIME STAFF)

FLEXIBLE WORKING HOURS / FIXED HOURS / EVENING WORKING HOURS

The UK Border Agency is responsible for securing the United Kingdom borders and controlling migration in the United Kingdom. We manage border control for the United Kingdom, enforcing immigration and customs regulations. We also consider applications for permission to enter or stay in the United Kingdom, citizenship and asylum. We have around 17,200 staff in the United Kingdom with large offices in Croydon, Liverpool and Sheffield and smaller units around the country.

We are currently recruiting Administrative Assistants for a number of departments in Liverpool. Administrative Assistants provide the essential support that keeps our large organisation running smoothly. Duties typically involve keeping records, sorting files, straightforward letter writing or figure work and dealing with general enquiries from members of the public or from staff in other parts of the organisation. Most posts require the recording or retrieval of information from computer systems.

An application pack can be obtained from your local Job Centre Plus office or www.bia.homeoffice.gov.uk/workingforus/currentvacancies

Please send completed application forms to:
AA Recruitment – LIV08
Brookland House
3-5 Vere Street
Salford
M50 2GQ

The closing date for applications is Friday, 30th May 2008.

The Home Office is dedicated to promoting equality, fairness and respect. We will create a working environment where diversity is recognised, valued and celebrated. In delivering our business to our diverse society, we will take care to assess the impact of our policies on race, religion and belief, gender, gender identity, disability, sexual orientation and age equality.

