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**Admin Officer**

Carroll Ecology are looking for an experienced, organized and friendly admin officer as part of our ongoing expansion

As well as managing our current systems including the admin involved in running our fleet of cars, health and safety systems, booking accommodation, paying bills and helping the office run effectively, the successful candidate will also help the Operations Manager and Director develop new systems including managing finance, staff requirements and areas that will help the business run more efficiently.

An interest in ecology (particularly birds) would be welcome but not essential. The successful candidate will have a good working knowledge of excel, sage (or related finance software), project management software and file sharing systems.

We are happy to discuss flexible hours and working but are looking for a full-time candidate at this stage. The role will be based in our Stirling Office

Salary range £25,000-£28,000 depending on experience and skillset

Closing Date – Friday 14th June at 6pm

Applications to andy@carrollecology.co.uk

[www.carrollecology.co.uk](http://www.carrollecology.co.uk)