



We are Hiring!

APPLICATIONS CLOSE 4TH AUG 2025

ADMIN ASSISTANT

Thanks To **Lottery Funding** To Expand Our Services, **EKTA** Are Looking For A Part-Time Local **Administrative Assistant** To Support The Board And Team

Part-Time Contract

- 1 Year Contract **Aug/2025 - July/2026**
(Subject To Satisfactory 3 Month Probation)
- £14/hr for 7hrs Per Week (before Tax & NI)
- Report Directly To EKTA's Chair Of The Board

Responsibilities

- Attend Our Weekly Wednesday 3 Hour Day Care Projects/Services (At Trinity Hall, East Ham, London)
- Support The EKTA Board's 2025/26 Objectives
- Sourcing & Booking Of Suppliers
- First Point Of Contact For EKTA Communications
- Create Weekly & Monthly Reports On EKTA Activities
- Monthly Meetings With The EKTA Chair

Requirements

- Excellent Communication Skills Via All Mediums
- Excellent Use Of Email, Social Media and Project Management & Reporting Tools
- Previous Administrative Experience
- Cleared Via Our DBS Check To Work With Vulnerable Communities
- Local To London Borough Of Newham

APPLY Via Link On Our Site:

<https://EktaProject.org>

