

Administrative Officer (6 Month Short Term Appointment)**Edinburgh, £19,240, plus benefits**

We are currently seeking a temporary worker based within our HR Department at our Edinburgh Office for an immediate start. The post will be initially for 6 months with the possibility of extension.

We are looking for a candidate with basic administrative skills, good customer care skills and competent in the use Microsoft Word and Excel.

The office is based in Corstorphine which has a staff restaurant and free parking. We also offer 25 days holiday and enrolment in the Civil Service Pension Scheme.

To apply please submit your CV and Cover letter to resourcing@forestry.gsi.gov.uk by 11.59pm on Sunday 2nd August

We are committed to providing equal opportunities for all sectors of our diverse community.