

Part-Time Administrator

Location: Remote | **Hours:** Part-time, 12 hours per week | **Contract:** Self-employed | **Rate of pay:** From £14.50 per hour, depending on experience |

About the Role

We are seeking an organised and dependable **Administrator** to support day-to-day administrative activities in a flexible, part-time remote role on a self-employed basis. This is an opportunity to contribute to meaningful work within a supportive team environment. As this is a self-employed position, the successful candidate will be responsible for their own tax and National Insurance contributions.

What You'll Do

- Update records, spreadsheets, and internal systems accurately
- Support social media and website updates as needed
- Assist team members with day-to-day administrative tasks
- Prepare basic reports, documents, and correspondence
- Take accurate minutes and distribute them as required

Who We're Looking For

- A reliable and professional individual with a positive approach to work
- Strong communication skills and the ability to work collaboratively with others
- Basic working knowledge of Microsoft Excel, Word and PowerPoint
- Good organisational skills and the ability to manage routine tasks accurately
- Previous administrative experience would be beneficial, but is not essential for the right candidate
- Ability to take clear and accurate meeting minutes
- As this is a remote role, candidates will need access to their own suitable IT equipment and internet connection

What We Offer

- Training and support in the role
- A supportive team environment
- Flexible working options

Why This Role Matters

Community pharmacies play an essential role in local healthcare, and this role supports that work through effective day-to-day administration.

How to Apply

- Please send your CV and a brief covering message to office@blmk-n-communitypharmacy.org.uk. **Application deadline:** 21 July 2026. Shortlisted candidates will be contacted regarding next steps.

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.