

# Administrative Assistant

For Sigma Research based in London, SW2 (Brixton)

£16,890 - £18,546 including London Weighting

One year fixed-term contract initially

We undertake research projects relating to HIV and sexual health. Responsibilities will include data input and audio typing, for which you'll need good typing and other office skills and grade will be awarded on skills, experience and qualifications.

**For an application pack, please contact us at the number (24-hour answerphone) or address below, quoting Ref: SHSS 0029/SIG.**

**Closing date: 22nd February 2002. Interview date: 13th March 2002 at Sigma Research, Brixton.**

**t** 023 9284 3421

**e** [jobs@port.ac.uk](mailto:jobs@port.ac.uk)

**w** [www.port.ac.uk](http://www.port.ac.uk)

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