

District Office Administrator

Permanent part time role

Working Monday - Friday

Office-based role with some working from home

Salary up to £13,000 depending on experience

Working Monday-Friday up to 20 hours per week

Do you have a customer service and administrative background? If so, please read on....

If you're a highly organised individual with excellent administration and communication skills and have a willingness to respond spontaneously as situations arise, we want you on our team!

This is a diverse role and no two days are the same.

Don't miss out on this exciting opportunity. Apply now and be part of our busy office.

If you wish to apply for this role, please email Leslie Jaeger

l.jaeger@northamptonmethodistdistrict.org.uk for an application form.

The deadline to submit your application is by 4.00pm on Friday 10th May 2024

Interviews to be held on Tuesday, 28th May 2024 at our District Office in Bouverie Court, Brackmills, Northampton NN4.

The Northampton Methodist District
www.northamptonmethodistdistrict.org.uk
Charity Commission No: 1130373