

# Job Vacancy



Bede Methodist Circuit

## **Administrative Assistant**

15 hours per week

The Administrative Assistant is a key member of the Bede Circuit, responsible for the smooth day-to-day administration of the Circuit, reporting to the Superintendent Minister. The work involves assisting with the production of the Preaching Plan and Circuit Directory, maintenance of the Circuit website and database as well as the preparation of documents and taking minutes of meetings.

For further information and an application pack

please e-mail: [isabelle@IMHR.biz](mailto:isabelle@IMHR.biz)

The closing date for applications is Sunday 24th March, 2019.

We are a “Living Wage employer”