

Job Vacancy



Archdiocese of St. Andrews and Edinburgh

Administration Assistant

£13,500 per year.

A vacancy has arisen within the Religious Education Office for the post of Administration Assistant

This post offers an opportunity for an enthusiastic individual with excellent IT and interpersonal skills.

This is a Full Time post (10am to 4pm) based at the Gillis Centre Edinburgh.

The successful candidate will have:

Computer skills in MS Word, Excel, and Access as well as a competence in email and internet.

Good organisational and communication skills as well as a good telephone manner.

Ability to work both as a team member and on their own.

Must be trustworthy and understand the need for total confidentiality with their work as well as being committed to working within the values of the organisation.

For a full Job Description and Application Form contact,

Mr Robert Belderbos

Vice Chancellor

Gillis Centre, 100 Strathearn Road, Edinburgh, EH9 1BB

Robert.belderbos@staned.org.uk

Closing date Monday 16th November 2009