

## **JOB ADVERT - PART TIME ASSISTANT ADMINISTRATOR (FEB 2010)**

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### **PART TIME ASSISTANT ADMINISTRATOR FOR THE EATON PARISHES' OFFICE**

We are looking for someone who

- has the appropriate character to work in a church office
- has experience of office and financial administration
- possesses good computer skills including use of MS Excel
- can supervise our team of enthusiastic volunteers

Salary: £4368 p.a. (12 hours flexible working per week)

Closing date: 13 March 2010

Interview date: 25 March 2010 (morning)

For more information contact:

The Administrator  
Mrs Claire Canning  
(01603) 473646 [office@eatonparish.com](mailto:office@eatonparish.com)

Christ Church and St Andrew's Eaton, Norwich  
[www.eatonparish.com](http://www.eatonparish.com)

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