

ADMIN ASSISTANT

SALARY: £12,000 PER ANNUM



FOR MORVERN COMMUNITY DEVELOPMENT GROUP OF COMPANIES

- WORKING ALONGSIDE OUR PROJECT OFFICER TO SUPPORT THE RUNNING OF MARINA, FUEL PUMPS, ELECTRIC CAR AND BIKES, AND COMMUNITY BUSINESS HUB ENTERPRISES
- SUPPORT WITH DEVELOPMENT WORK
- MARKETING, COMPANY WEBSITE AND SOCIAL MEDIA UPDATING AND MONITORING

PART – TIME: 2 DAYS A WEEK INITIALLY WITH OPPORTUNITY TO GROW FOR THE RIGHT CANDIDATE

SKILLS: GOOD KNOWLEDGE OF SOFTWARE PACKAGES, EXCELLENT ORGANISATIONAL AND TIME MANAGEMENT SKILLS, GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS, POSITIVE ATTITUDE AND FLEXIBILITY.

CLOSING DATE: 10TH APRIL 2023, PLEASE EMAIL WITH YOUR CV TO ADMIN@MORVERN.ORG

