**Parish Administrator (Part time)**

A Parish Administrator is required to provide administrative support to the parish team at

XXXXX

In addition to undertaking typical secretarial duties such as handling general correspondence, diary management, bookkeeping and general administration tasks, s/he will also be responsible for interacting with parishioners visiting the office and those involved in parish activities.

The successful applicant will ideally be an Administrator with substantial experience in office organisation. S/he must be a good team player with excellent communication and Microsoft office skills, including Word and Excel.

It is important that all applicants are self-motivated, organised, can multi task and work to deadlines.  S/he must be able to work to their own initiative within this role.

For further information please contact XXXX by email:

**Hours of work:** XX hours per week (to be arranged)

**Salary:** XXXX

**Closing date:** XXX