

**Part Time Office Junior Administrator**  
(Based St Johns)

*The Isle of Man Circuit are seeking to appoint a part-time Office Junior to support the day-to-day office operations and provide administrative assistance to the Methodist Circuit staff and officers.*

*If you have excellent administrative skills and are a strong communicator this could be the role for you?*

- We are seeking a friendly and approachable person who helps all those with whom he/she deals with to know that they are valued.
- You will be able to demonstrate and practise the highest standards of confidentiality and professionalism having a flexible and disciplined approach.
- Being proficient using a computer (especially word, excel and PowerPoint) is required.
- Knowledge of Publisher would be an advantage (or an aptitude and willingness to learn)
- Prior experience of taking notes and minutes of meetings would be of benefit.
- This is a permanent contract to start asap.
- Hours per week would be between 17.5 - 20 per week.
- The rate for the role is available on application.

To apply please send your CV with a one-page cover letter explaining why you are applying and believe you are suitable, detailing your current salary details to Cat Macdonald via [info@truehr.org.uk](mailto:info@truehr.org.uk) no later than 4 July 2024.