

PARISH of ST JOHN



Parish Secretary

Permanent (hours negotiable, Mon to Fri)

Due to the retirement of our current Parish Secretary, we are looking for a suitable replacement.

The job requires:-

A proficient organiser, whose work is accurate at all times.

A minimum of 5 years office experience in either administration or finance.

A confident user of Microsoft Outlook, Word, Excel and Accountancy Software Packages.

Knowledge of the Parish system is desirable but not essential.

On the job training will be provided.

Salary will be negotiable subject to experience and qualifications.

To obtain a job description please contact the Parish Hall on 861999 or download from the Parish Website www.parish.gov.je/stjohn

Closing date for applications is Friday 24th July 2020

Apply in writing, enclosing a C.V. to:-

Mrs S Rodrigues, Parish Secretary,

The Parish Hall, La Rue de la Mare Ballam, St John JE3 4EJ

or email s.rodrigues2@posj.gov.je