

District Office Administrator

Permanent part time role
Working Monday - Friday
Office-based role with some working from home
Salary up to £13,000 depending on experience
Working Monday-Friday up to 20 hours per week

Do you have a customer service and administrative background? If so, please read on....

If you're a highly organised individual with excellent administration and communication skills and have a willingness to respond spontaneously as situations arise, we want you on our team!

This is a diverse role and no two days are the same.

Don't miss out on this exciting opportunity. Apply now and be part of our busy office. If you wish to apply for this role, please email Leslie Jaeger l.jaeger@northamptonmethodistdistrict.org.uk for an application form. If you would like to learn more about the role or visit for an informal chat, please contact Claire Handley at office@northamptonmethodistdistrict.co.uk or telephone 07548 315536.

The deadline to submit your application is by 4.00pm on Friday 10th May 2024
Interviews to be held on Tuesday, 28th May 2024 at our District Office in Unit 1, Bouverie Court, The Lakes, Northampton, NN4 7YD.