

JOB OPPORTUNITY

The Madeley Centre is Looking for an Administration Assistant



We are seeking to appoint an experienced Administration Assistant for 12 Hours Per Week to assist the Centre Manager and join our Team.

Are you a highly organised, good communicator with the ability to work well with a team? Do you have excellent Computer Literacy skills including Proficiency in MS Excel and MS Powerpoint?

If you thrive on the demands of a busy role, are confident in dealing with customers, as well as being responsible for key office tasks, The Madeley Centre NEED YOU!

**For Further Details and Application Please Contact:
The Madeley Centre, New Road, Madeley CW3 9DN
Tel: 01782 751808
Email: heather.grant@madeleycentre.co.uk**

Closing Date: Monday 20th February 2017 at 12.00 Noon

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