



# The Methodist Church In Ireland

**Administrative Assistant (part time—15 hours per week)**

**Dublin based €22,700 per annum (based on 35 hour week pro rata)**

We are seeking to recruit a part-time administrative assistant to support our District Superintendent in the Southern District.

The role of the administrative assistant is to provide high quality administrative support. You will work on a one-to-one basis on a variety of tasks relating to the working life and communication of the District Superintendent and their District. The post holder should be an experienced, self-motivated individual who can work independently and develop the new administrative systems and procedures required for this new role. The post holder will remain conscious of the need to work with respect to the Christian ethos of the Methodist Church in Ireland.

**Applicants must:**

- have proven substantial relevant administrative experience
- have experience of data entry with accuracy
- have experience of efficiently servicing Committees/Boards including minute taking
- have experience of handling confidential information
- have excellent communication and relational Skills
- be IT proficient including Microsoft suite
- be willing to work with respect to the aims and ethos of the Methodist Church in Ireland

Application Packs may be obtained by email from **HR@irishmethodist.org**

Or by post from:

**Mrs Gillian Skillen**

**Human Resources, Edgehill House, 9 Lennoxvale, Belfast BT9 5BY**

**Closing date for receipt of applications is Friday 5 July 2019 at 12 noon.**