



**The Methodist Church  
In Ireland**

### **Receptionist Administrator**

**The Methodist Church in Ireland Headquarters, Edgehill House, 9 Lennoxvale, Belfast.**

£17,258 per annum

The post holder will provide a friendly, courteous and efficient reception service and information contact for visitors to the Methodist Church in Ireland Headquarters at Edgehill House, Belfast. To remain conscious of the need to work with respect to the Christian ethos of the Methodist Church in Ireland

#### **Applicants must:**

- hold 5 x GCSEs (or equivalent) at Grade C or above (including Maths and English)
- have at least one years' experience of working in a Reception role
- have at least one years' experience of working in office administration including working with data required to be processed accurately.
- have excellent IT skills. Particularly in the use of Microsoft Office (Word, Excel and Outlook)
- have excellent spoken and written communication

Application Packs may be obtained by email from [HR@irishmethodist.org](mailto:HR@irishmethodist.org)

Or by post from:

The HR Department

The Methodist Church in Ireland

Edgehill House

9 Lennoxvale

Belfast

BT9 5BY

**Closing date for Receipt of applications is Tuesday 30 April 2019 at 5.00 pm**