

### **Part-time Administrative Assistant. West Wycombe Benefice**

The four parishes of the West Wycombe Benefice are recruiting a part-time Administrative Assistant for 10-15 hours per week with the occasional evening meeting with TOIL at £15 per hour.

The successful candidate will be efficient and organised, able to work alone and with the team, and have good interpersonal skills.

The role includes dealing with correspondence, emails, telephone enquiries and attending meetings as well as general organisation of services including the printing of service sheets and taking of minutes.

**Please email your CV to: [church.secretary@radnage.net](mailto:church.secretary@radnage.net)**

**Closing date 7th December 2020**