



Parish of St Lawrence

Vacancy for Administration Assistant – permanent

We are seeking an enthusiastic, kind individual to support our lovely team in the Office

- This Reception based role is demanding and needs patience and energy;
- Your senior colleagues are nearby to help with complex matters;
- We offer a market rate salary, free parking and a contributory pension option; and
- You must have ‘Entitled to Work’ status to comply with Jersey restrictions.

Location

The Office is set in a beautiful location in an historic building between the Parish Church and St Lawrence Primary School. Office **Reception is open from 9am to 3pm** and is a busy central hub for this pro-active community, see www.stlawrence.je

Key purpose

Your first priority is to engage with daily visitors, answer the telephone and respond professionally to emails, ensuring accurate processing of the administration arising. You will welcome guests of the Constable, maintain the Hall bookings diary, monitor supplies and ensure swift handling of in/out post, ensuring all areas of Reception are smartly presented and secured at closing and willingly assist your team with various matters.

See also finer details in the Job Description.

Career development

Training in the vast range of fascinating Parish matters will be given, as we love sharing our knowledge. You will be encouraged to read around topics you are involved with, or attend courses that may arise from time to time. The role may grow and adapt to suit your skill set as your confidence develops.

Candidates with transferable client service and administration experience (perhaps in finance, legal, medical practice, marketing or tourism sectors) seeking community based work to improve their work:life balance are welcome to apply.

Application advice

Knowledge of St Lawrence is helpful but you do not need to live in St Lawrence to work for the Parish. The post-holder does need to be living in Jersey, compliant with Jersey law, respectful of our diverse community and impartial when political opinion may be being voiced.

Next steps

Please send your CV with cover letter to Mrs Leasa Nozedar, Parish Executive Officer at parishhall@stlawrence.je or to The Parish Hall, La Grande Route de St Laurent, St Lawrence, JE3 1NG.

Closing date: Friday 29 April 2022