

Fremington Parish Hall Management Committee

JOB OPPORTUNITY

Booking Clerk

This is a part time self-employed position.

The applicant needs;

- to be efficient, well organized, have access to a computer and have knowledge of Microsoft Word and Excel.
- have a pleasant telephone manner,
- run a Facebook page,
- organise hall viewings for prospective hirers.
- able to organise maintenance visits and work with the Treasurer to keep the hall in good order.

Training will be given.

Start date will be early March.

Closing date for applications is Wednesday 28th February 2018.

Applications by email to: sue.kingdom@yahoo.com