



The Rehoboth Family
 01708 752 993
 ccrehoboth.co.uk
 info@cccrehoboth.co.uk

ASSISTANT ADMINISTRATOR (2x)

This is an opportunity for the youth (age 13-20) within the London Borough of Havering and surroundings, to gain experience in the administrative field, within a dynamic and busy office.

Established in September 2000, The Rehoboth Family is one of the Christian congregations in the Romford (Essex) area, representing the Celestial Church of Christ within the Havering Borough. Started off as a small congregation in East London, we are now growing and increasing. As a consequence of this progress, we are looking for two Assistant Administrators to join the existing Administrative Team as soon as possible.

This Assistant Administrator role would suit someone looking to develop a long-term career within Business Management, who has interest and passion for organisation. Alternatively, it would also suit someone with an administration background, providing you are willing to complete basic tasks when required.

If you think this is the role for you, then apply today! Only shortlisted candidates will be contacted.

Job Title:	Assistant Administrator
Department:	Secretariat/Pastor's Office
Location:	Romford, Essex
Level/Salary Range:	£6.50 – £7.20 p/h [depending on experience]
Position Type:	Flexible hours [to be discussed at interview]
Job Code	TRF_0929SEC0001_AA
Applications Accepted By: 15 th August 2020 at 9.59pm	
Return this application to info@cccrehoboth.co.uk by 30 th June 2020 to be considered for the role. Kindly add the job code , job title , and your surname in the subject line of the email when returning your application.	
Job Description	
Role and Responsibilities	
<i>Main Responsibilities as an Assistant Administrator will include:</i>	
<ul style="list-style-type: none"> • Keeping the office neat and tidy • Filing of documents and management of digital/physical archive • Updating of members database • Dealing with deliveries and correspondence (letters) • Scanning and photocopying • Replying emails, telephone liaison, and taking messages. • Reminding the Administrative Team of important tasks and deadlines • Providing support on various projects • General office administration 	
Qualifications and Education Requirements	
<ul style="list-style-type: none"> • GCSE (or equivalent) 	
Preferred Skills	
<ul style="list-style-type: none"> • High attention to detail [mandatory] • Computer literate [mandatory] • Confident in using Microsoft Office, Social Media and Smartphones [mandatory] • Time management and organization [mandatory] 	