



PAROISSE DE STE MARIE
Parish Secretary
(30 hours per week – Monday to Friday)

The Parish of St Mary is seeking to recruit a highly motivated and organised individual to fill the position of Parish Secretary.

The role of the Secretary involves:-

- Providing secretarial and administrative support to the Connètable
- Overseeing the running of the Parish Office
- Supervising a small team
- Implement and steer new procedures and systems as and when they are introduced

The successful applicant will require a sound knowledge of Microsoft Office 365 applications, possess excellent people skills and be adaptable to change as new procedures and laws are introduced. Experience in the various Parish systems would be advantageous.

Applications should be made in writing, setting out why you are a suitable candidate for this role, (please include your salary expectations together with your notice period) enclosing a full CV, marked PRIVATE and CONFIDENTIAL to:

The Connètable, (Recruitment) The Parish Hall, La Rue du Pont, St Mary, JE3 3AS

Applicants must possess Entitled/Entitled to work status

Visit our website <https://parish.gov.je/StMary/Pages/default.aspx> for an understanding of the parochial system

Closing date: 1st July 2022