



199 High Street
Boston Spa
LS23 6AA

Part time administrator wanted.

The trustees are looking to recruit on a part time, permanent, basis an administrator to help with the day to day running of the hall. The position will be home based, and hours will be flexible. The successful candidate will be computer literate, have a flexible approach, able to work alone without supervision, be able to work from home in addition to attending meetings at the hall and have a professional and friendly manner.

They will be required to carry out the following tasks: -

- Manage regular bookings on the Hallmaster system.
- Send out invoices using Xero accounting software.
- Answering emails from existing and new hirers
- Meet potential hirers at the hall.
- Order supplies for the hall.
- Set the central heating using a remote web-based system.

Initially the job will be 10 hours a week spread over days and times to suit the applicant. But emails must be checked at least daily. The applicant will need their own computer at home and transport to attend the hall when required. This may include one evening a month for a meeting with trustees.

Immediate start. References required. Good rate of pay plus holiday entitlement.

To enquire further please email your CV to bsvhbookings@gmail.com

Closing date is Wednesday 22nd May with interviews taking place the week commencing 27th May