



Recruiting Helpline Assistant (Part-time, 17.5 hours per week)

Fixed term contract until September 2019

Salary: £8 per hour + 5% Employer Pension Contribution

Bristol and Avon Chinese Women's Group is looking to appoint a part-time Helpline Assistant to provide administrative support to the Chinese Lantern Project. Applicants should have experience in providing administrative support within a busy office environment. Good IT skills, fluency in English and Chinese (Cantonese/ Mandarin) is required.

For an application pack or further information, please contact the Helpline Co-ordinator, on 0117-935-1462 or email helpline.bacwg@btconnect.com.

Closing date for applications: 5pm Friday 1st September 2017

Starting: w/c Monday. 25th September 2017

招聘行政助理(兼職, 每星期17.5小時)

合約期直至 2019 年 9 月

薪酬: £8 (每小時) + 5% 僱主退休金貢獻

婦女會明燈熱線計劃現招聘兼職助理, 你必須具備辦公室行政助理經驗, 良好的電腦技能, 能操流利英文、粵語或國語。

索取申請表或查詢詳情, 請聯絡熱線協調員, 電話 0117-935-1462 或電郵 helpline.bacwg@btconnect.com。

截止申請日期: 2017 年 9 月 1 日, 下午 5 時

入職日期: 2017 年 9 月 25 日

