



Chinese Lantern Project Job Vacancy

Position: Part-time Administrative Assistant
Location: Bristol
Hours: 17.5 hours per week
Salary: £8 per hour + 5% Employer Pension Contribution
Type of contract: Fixed term contract until September 2019

Closing Date for Application: 5pm, Monday 26th February 2018

We are looking for a part-time Administrative Assistant to provide support in a busy office environment. Good IT skills, fluency in English and Chinese (Cantonese/ Mandarin) is ideal but not essential.

For details or an application pack please call **0808-802-0012** or email: helpline.bacwg@btconnect.com

明燈計劃 - 職位空缺

職位：兼職行政助理
地點：布里斯托
工時：每周 17.5 小時
薪酬：每小時 £8+ 5%僱主退休金貢獻
合約：合約期直至 2019 年 9 月

截止申請日期：2018 年 2 月 26 日（星期一）下午 5 時正

我們現正招聘兼職行政助理。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，懂粵語或國語更佳。

查詢詳情或索取申請表，請致電 **0808-802-0012** 或電郵：
helpline.bacwg@btconnect.com

