



Part-time Receptionist & Administrative Assistant

17.5 hours per week, Mon-Fri

(Suggested hours: 9am – 12:30pm or 9:30am – 1pm)

Salary: Between £22,002 - £22,398 pro-rata, depending on experience

Latymer is a diverse, growing church whose vision is to: Follow Jesus, love people and make disciples in Ladbroke Grove. We are part of the Pioneer Network of Churches and partner with the Eden Network (www.eden-network.org).

We are seeking to employ a Reception and Administrative Assistant to support the Operations Manager in the smooth running of the organisation. This role includes taking responsibility for administering our bookings system, supporting the line manager as well as providing a reception service in the Church building.

We are looking for a motivated, flexible, numerate, accurate, highly organized and friendly person to join our team. We are a supportive team who are all passionate about achieving our vision. Being relational, communicative and emotionally intelligent are important to us.

For an application pack or if you have any queries or questions please send an email to Luiz Lopes at luiz@latymer.org.uk

Alternatively, you can contact us either by post or phone
Latymer Community Church, 116 Bramley Road, London W10 6SU
Tel: 020 8969 2290

Closing Date:	Friday 28th June 2019 at 12 Noon
Interviews and Tests:	Friday 5th July 19, unless by special arrangement.
In-post/start date:	12th August 2019

A basic DBS check is required for this role