

**Bolton Hindu Forum** is seeking to recruit a

**Office Admin & Support Worker**

Salary £8 per hour

Hours 20 hours per week

Fixed term 12 months contract (3 month trial period)

**Closing Date 19th February 2017**

**Duties would include: -**

Manage day to day Office Duties

Create, update and manage mailing list

Manage volunteers

Dealing with queries on the phone, by email and social media

Typing letters and reports

Updating computer records

Setting up meetings and taking notes during them

Admin and Delivery Support to PDO

**Required knowledge and skills**

1. Excellent level of English spelling and grammar
2. Experience of using Microsoft office software
3. IT skills
4. Number skills
5. Organisational skills
6. Skills in dealing with a diverse community

If Interested please see online for the application pack:

[www.boltonhinduforum.org.uk](http://www.boltonhinduforum.org.uk)

Or contact us -

**Manu Mistry, Chairman,**

**Bolton Hindu Forum Head Office, Inside Veda Mandir, 1**

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