

Personal Assistant to the Charity Officers Reading

<https://www.bhbcircuit.org.uk/>



Berkshire & Hampshire Borders
Methodist Circuit

Are you an experienced Personal Assistant looking for an exciting new opportunity?

We are seeking a dedicated and proactive PA to join our team.

As a Personal Assistant, you will play a crucial role in ensuring the smooth operation of the office.

Requirements:

- Previous experience in a PA or administrative role is essential
- Excellent organisational and time management skills
- Strong communication and interpersonal abilities
- Proficiency in office software (e.g., MS Office)

If you are a highly organised individual with a keen eye for detail and the ability to multitask effectively, we would love to hear from you!

Contract: Initially for a 3-year period when it will be reviewed in the light of funding and staffing needs

Pay: £13.75-£16.00 per hour (£28,600 - £33,280 DOQE (pro-rata))

Hours: 18 hours per week

Location of job: Hybrid role, based mainly at the Circuit Office in Reading with opportunities for some home working

Closing Date for applications: Friday 6th June 2025

It is proposed that interviews will be held in the week beginning 23rd June 2025.

For further details and an application form please contact the HR team on 07889 905753 or hr@bhbcircuit.org.uk