



Interserve Ireland wish to appoint a suitably qualified and experienced

PART-TIME ADMINISTRATOR

This is an appointment in the National Office of an International Christian Mission agency with around 800 people involved in holistic Christian ministry throughout the developing world.

Purpose of the Post:

To support the work of Interserve Ireland through the provision of an efficient and effective administration service in keeping with the ethos of the organisation.

Essential Criteria:

- **A minimum of 5 GCSE's (Grades A-C) including Maths and English or equivalent**
- **OCR/RSA CLAIT and Stage II word Processing or equivalent**
- **Two years experience in a secretarial/administrative role**
- **Experience of using Microsoft Office (including Word and Excel) and email.**

Desirable Criteria:

- **Previous experience in bookkeeping and general finance related duties**
- **Experience of using SAGE database.**

For further information and an application pack for this post, please contact:

**Interserve Ireland
14 Glencregagh Court
Belfast BT6 0PA
t: 028 9040 2211
email: susan@isire.org**

Applicants must be in full sympathy with the ethos of the organisation.

**Applications for this post must be received by 12 noon
on Friday, 13th August 2010.**