



**Bookings, Administration and Customer Services Assistant –£16949 per annum (pro rata) 20/25 hours per week.**

**Are you good with people? Are you well organised? Can you use Microsoft Office? Do you want a challenge?**

John Storer Charnwood an independent charity in the heart of Loughborough, which runs John Storer House a vibrant community building offering a variety of community services including a busy café, Dial a Ride, community transport services, well-being activities, outreach services and rooms for hire. We are looking to recruit a well organised, computer literate, self-motivated person to join our administration team to support the work of this busy community centre.

**Interested?**

Please send your CV or completed application form to Candi Barnes on [candida.barnes@johnstorercharnwood.org.uk](mailto:candida.barnes@johnstorercharnwood.org.uk) To find out more to download an application visit our website <http://johnstorercharnwood.org.uk/jobs/> Closing date for applications 14 May 2018.